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A Pictorial User Guide

For

inspiration

Created By

Opening Inspiration

To Open Inspiration, click the program icon on the computer desktop.

OR

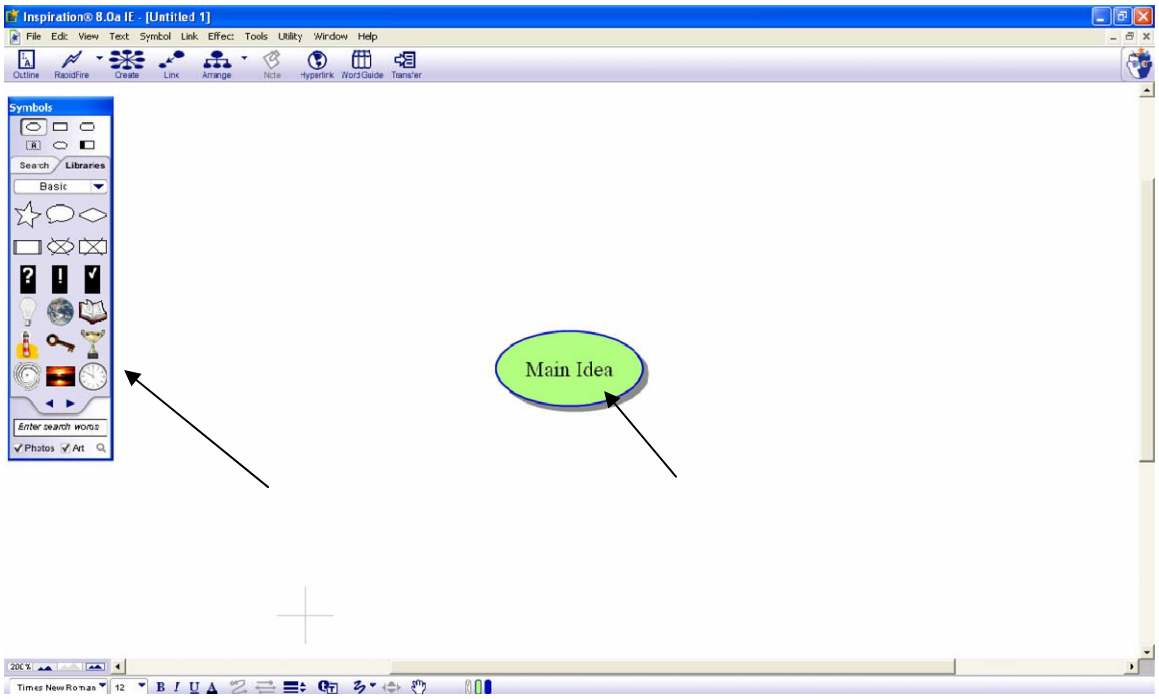
Click the Start button in the left corner of the computer screen.

Select All Programs from the menu and then select Inspiration 8 from the program list.

Creating a Diagram

The **Inspiration Starter** window will appear. Click the Create a Diagram button.

Diagram View



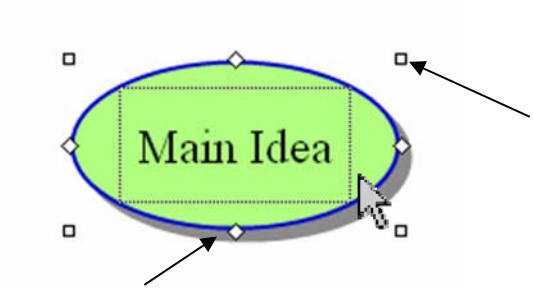
Inspiration opens into the diagram view: The **Symbol Palette** and **Main Idea Symbol** will appear.

Entering a Main Idea

The text in the symbol is already selected. Begin typing the main idea.

If the text is not selected, double click inside the main idea symbol. A flashing cursor will show up in the symbol. Remove the words Main Idea using the backspace key and then begin typing the main idea of the piece of writing.

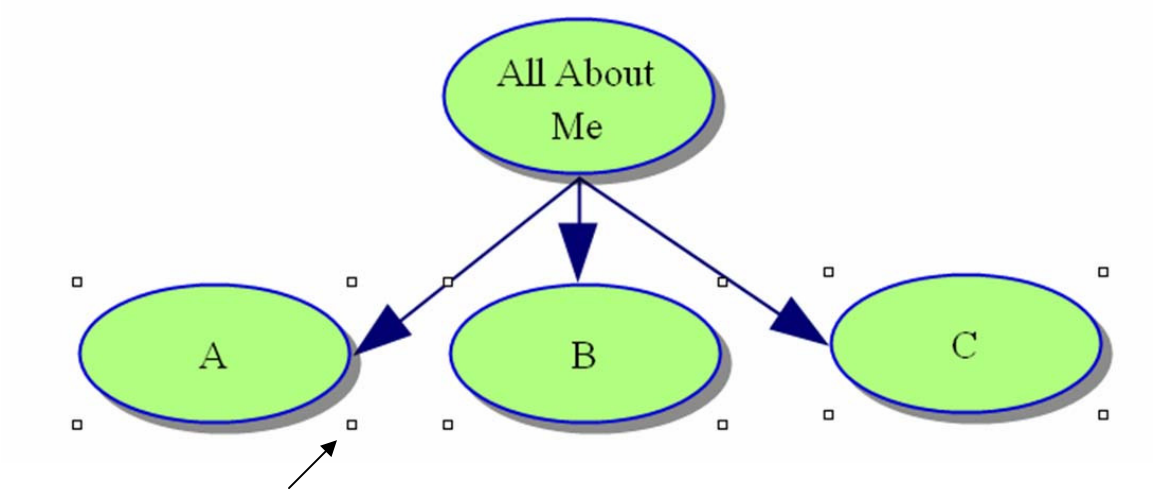
Selecting Symbols



Click on a symbol to select it. A symbol is identified as selected by the **Squares** and **Diamonds** around it.

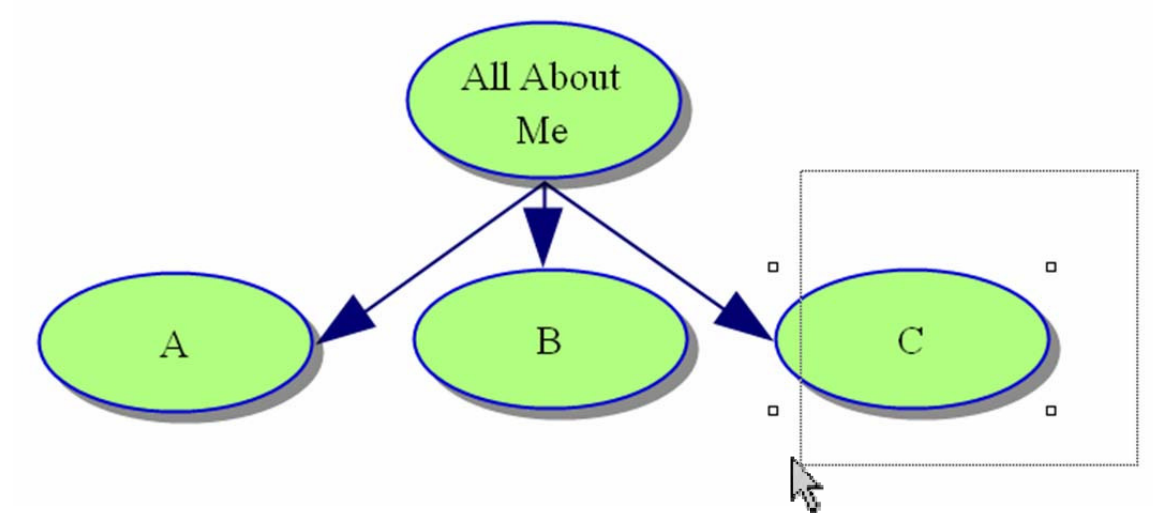
Selecting Multiple Symbols

By holding down the shift key (there are two on the computer) and clicking on more than one symbol, multiple symbols can be selected at the same time.

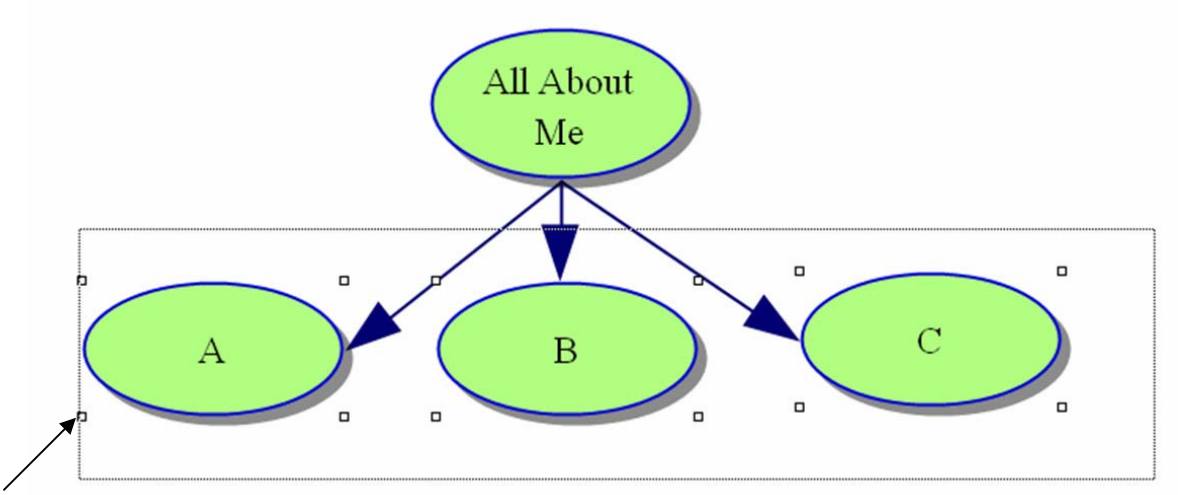


Little squares appear around the selected symbols.

OR



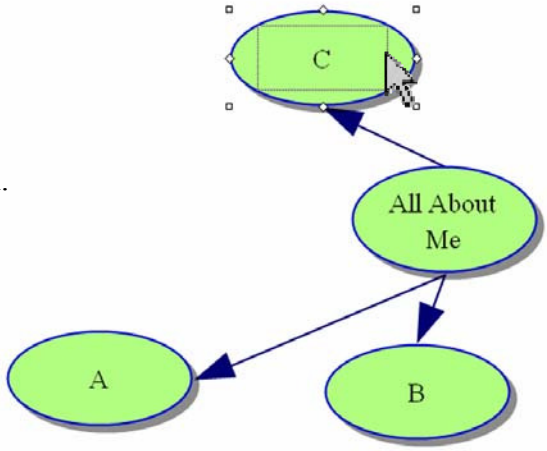
More than one symbol can be selected by holding the mouse button down and dragging to make a box around the symbols.

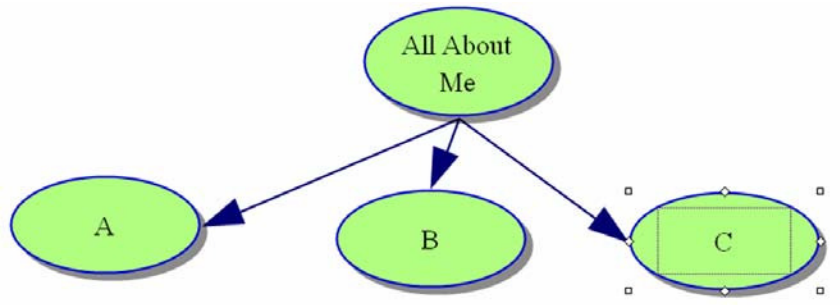


Little squares appear around the symbols that are selected.

Moving Symbols

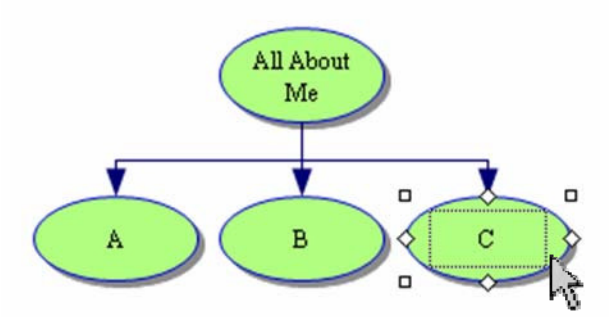
To move a symbol; select the symbol.



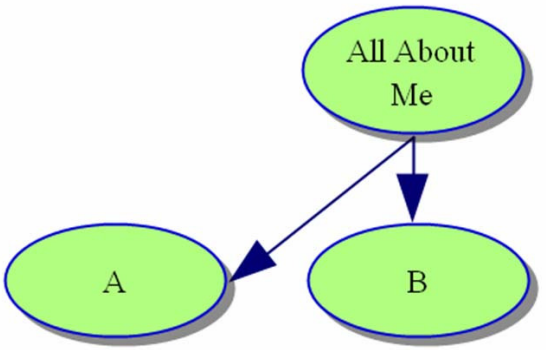


Drag and Drop by clicking on the symbol and holding the mouse button down. The symbol can now be moved to the new location.

Deleting Symbols



Click on and select the symbol to be deleted.



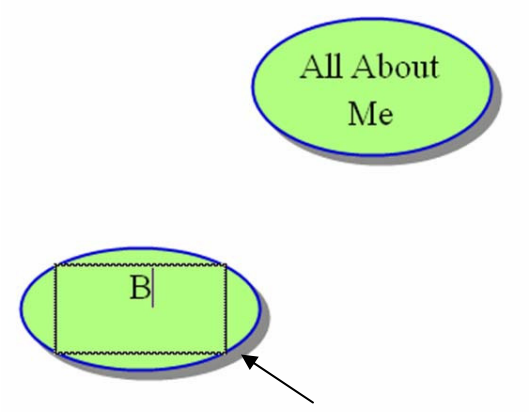
Press the Delete Key or the Backspace Key to delete the symbol.

NOTE: some keyboards will look different. The keys may look different or the keys might be in a different place.

More then one symbol can be deleted at the same time by selecting multiple symbols and pressing the delete key or the backspace key on the keyboard. (See **Selecting Multiple Symbols** for more information.)

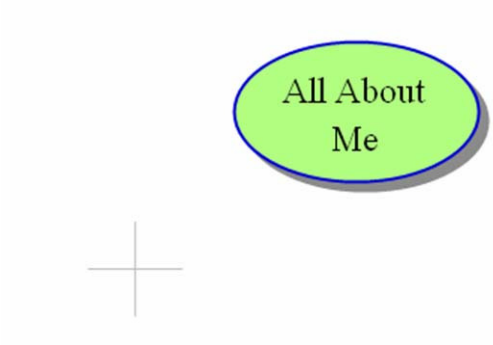
Adding Ideas That Are Not Linked

Click on the diagram white background space to place the Target (grey cross) where a new idea symbol is to be created.

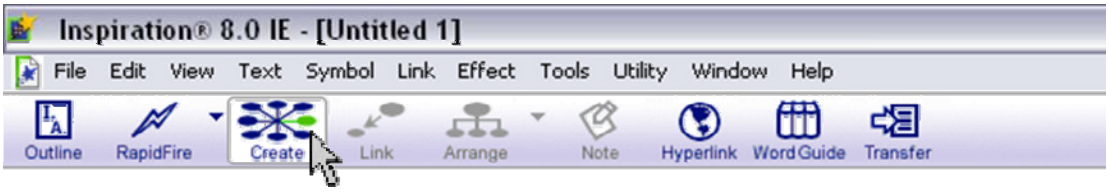


Begin typing and a new symbol will appear.

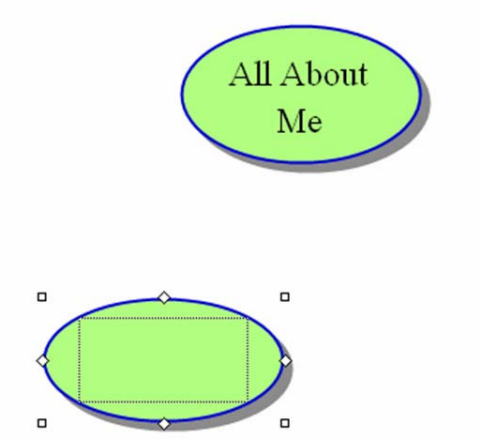
OR



Click to place the target on the screen.

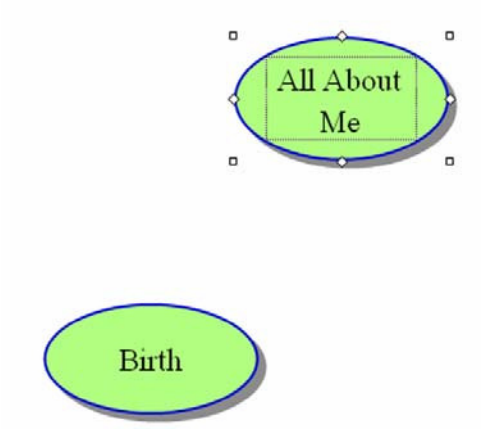


Click the Create button.

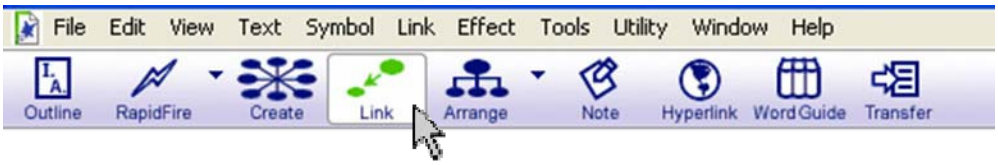


A new symbol will appear. Click on the text box and type in the idea.

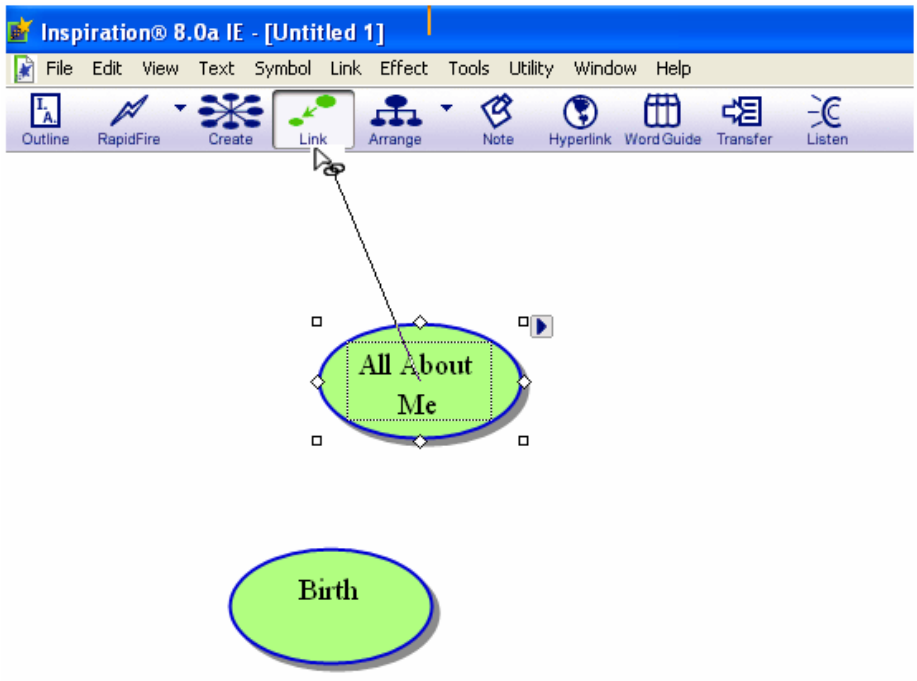
Linking Symbols



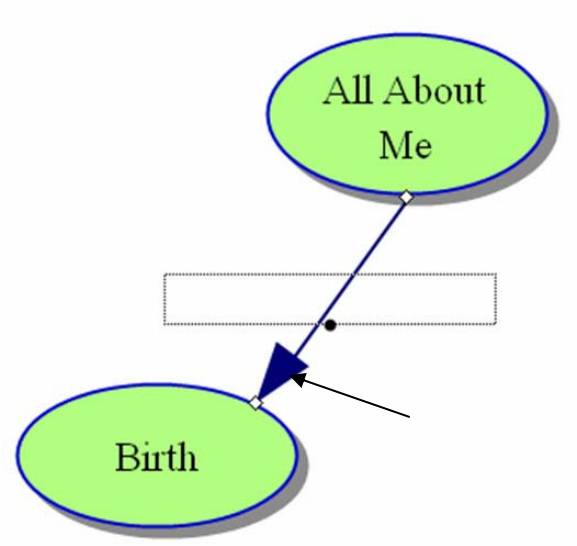
Select the symbol that the **Link** will start from.



Select the Link button on the toolbar.

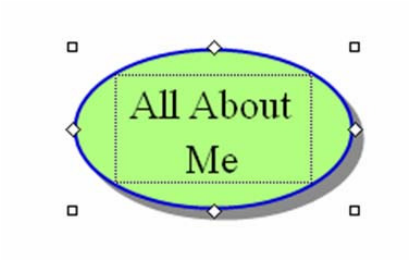


A **Link** will appear pointing toward the Link button. Note the two circles that are part of the link pointer when the link tool is used.

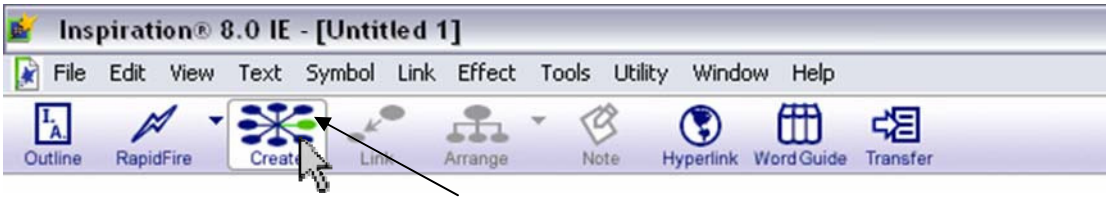


Move the link pointer to the related symbol. Click on the symbol and a **Link with an Arrow** will appear.

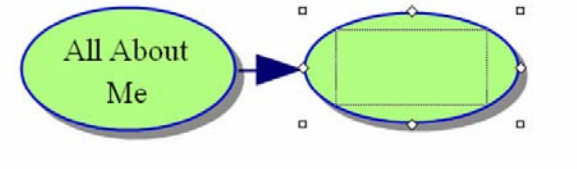
Adding Linked Ideas Using the Create Button



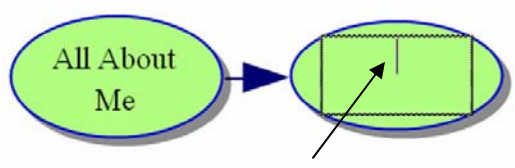
Select the Main Idea symbol.



Click on the Create button. Notice that the **Green** shows the direction in which the new symbol will be created.

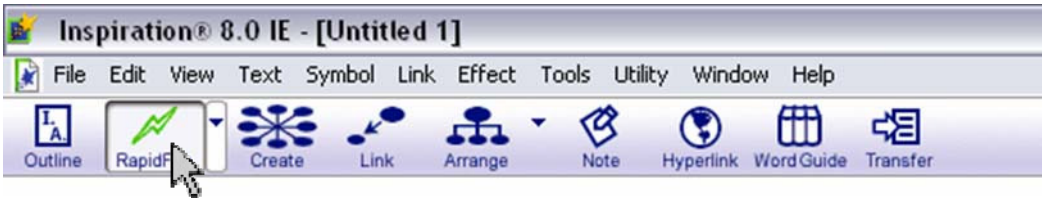


A new symbol is created.

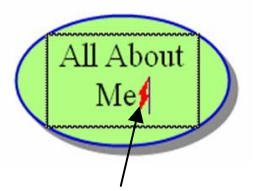


Click on the new symbol to get a Cursor and a text box.

Adding Linked Ideas Using RapidFire



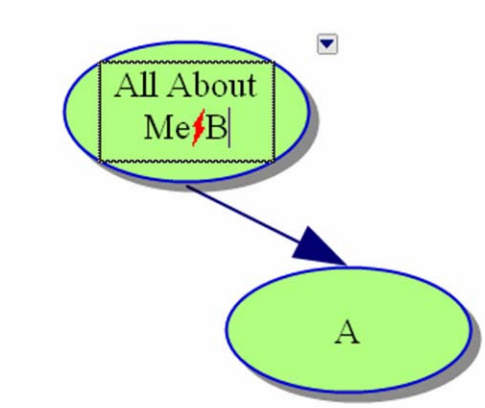
With the main idea symbol selected, click on the RapidFire button on the toolbar.

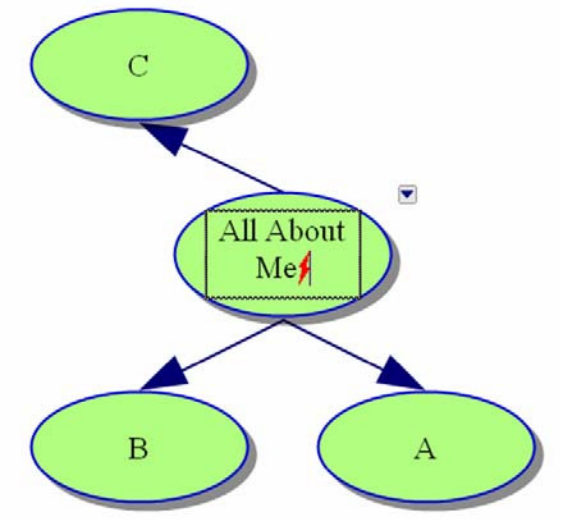


A **Lightning bolt** will appear in the symbol.

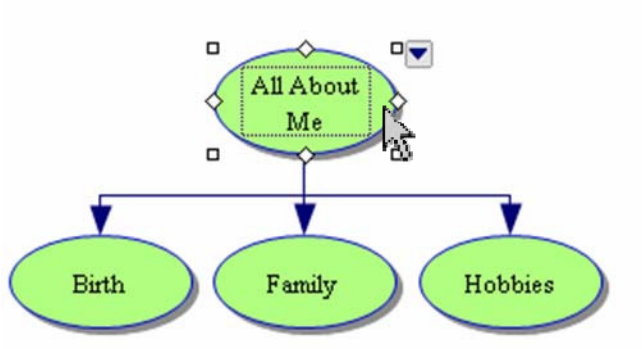
Type the next idea and hit Enter on the keyboard.

A second lightning bolt will appear. Text entered between the lightning bolts will now appear in a new symbol.





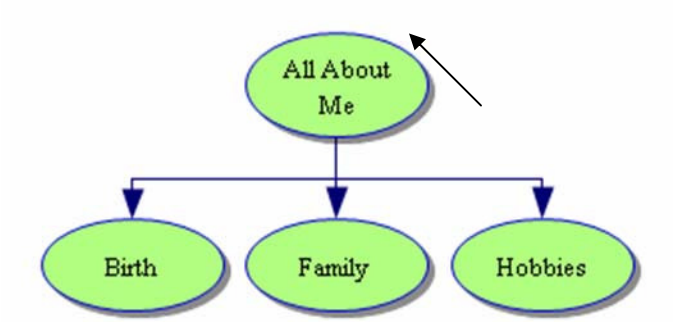
Hiding Symbols

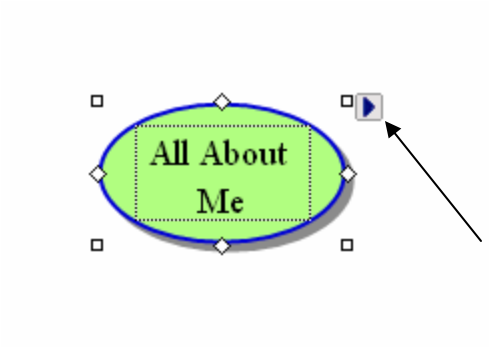


A **Down Arrow** appears to the right of a selected symbol when there are subtopics connected to it.

Click on the Arrow to hide the subtopics. The subtopics are hidden, not deleted.

The Down Arrow will be hidden when the symbol is not selected.

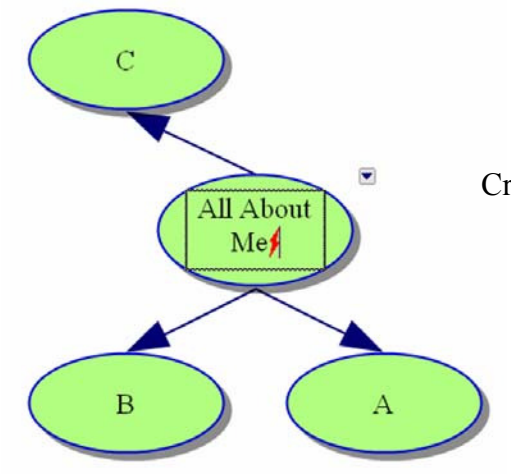




Click on the symbol and the **Down Arrow** will show that there are subtopics linked to this idea.

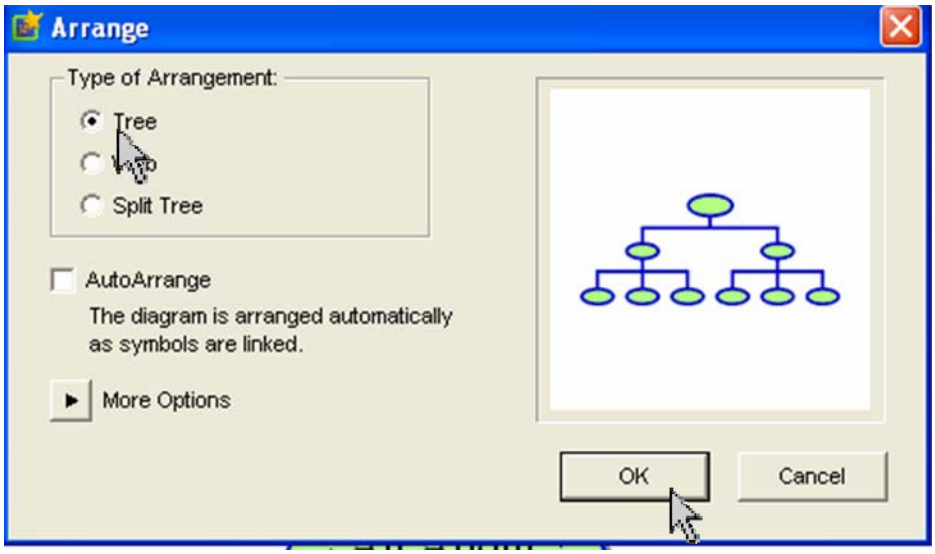
Click on it to show the subtopics.

Organizing Symbols



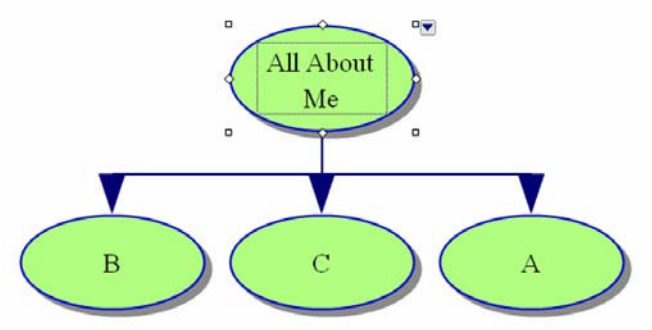
Create the symbols.

Select the Arrange button from the toolbar.



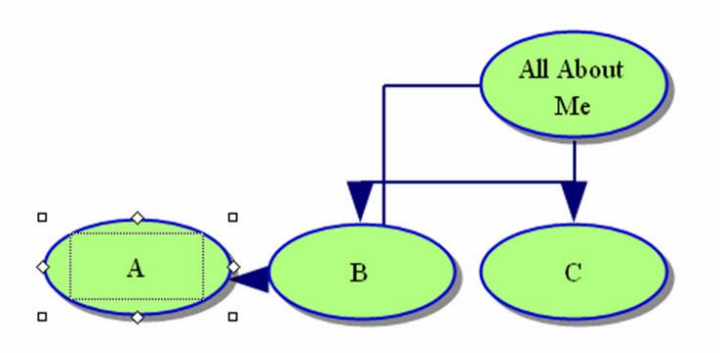
Select Tree for the type of arrangement.

Click OK.



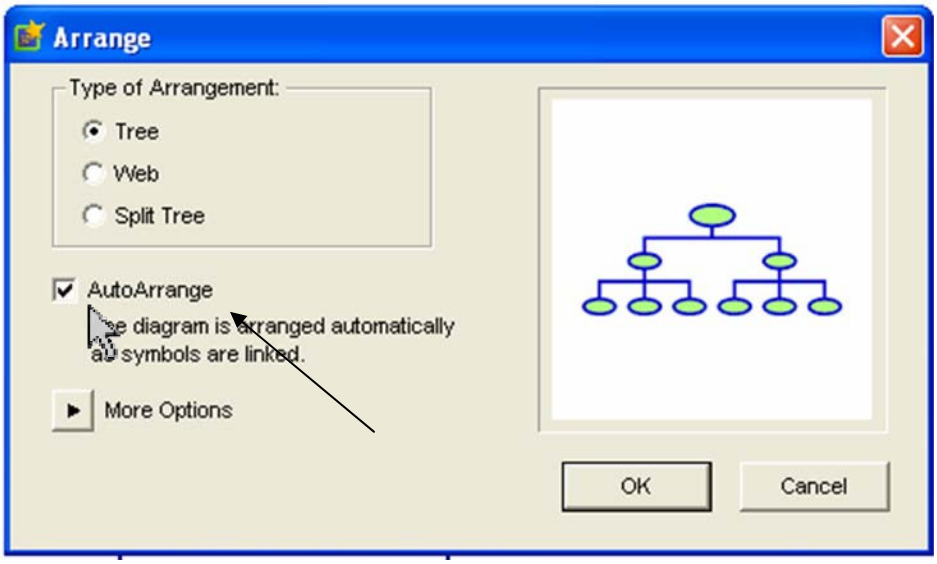
The symbols are now arranged but not in order.

Move the symbols into order. Click on Arrange and OK.
The symbols will be arranged in order.



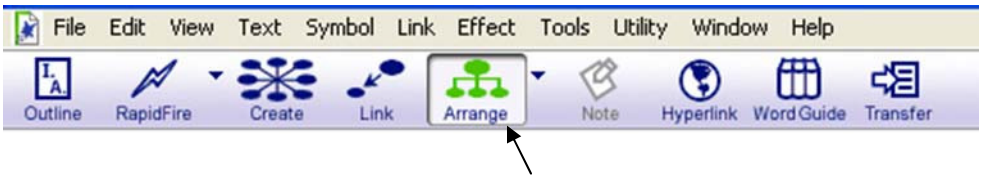
OR

Auto Arrange

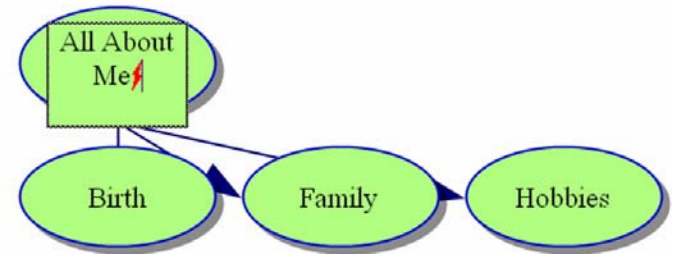


Open the **Arrange Window**, by clicking on Arrange on the toolbar.

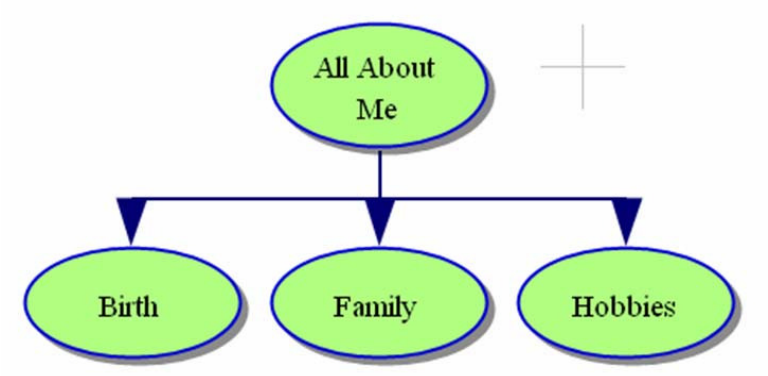
Click on Auto Arrange and a check mark will appear.



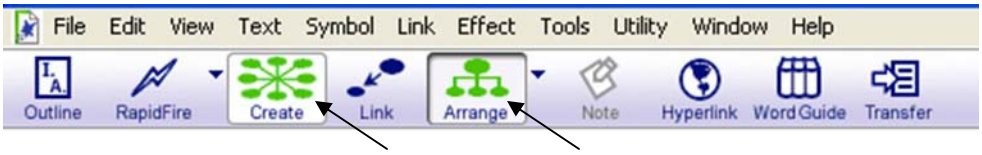
The Arrange button will have a **Light Grey** frame around it on the toolbar. Symbols will now stay arranged automatically.



When using RapidFire, symbols do not automatically arrange until the outside of the selected symbol or the background is clicked.

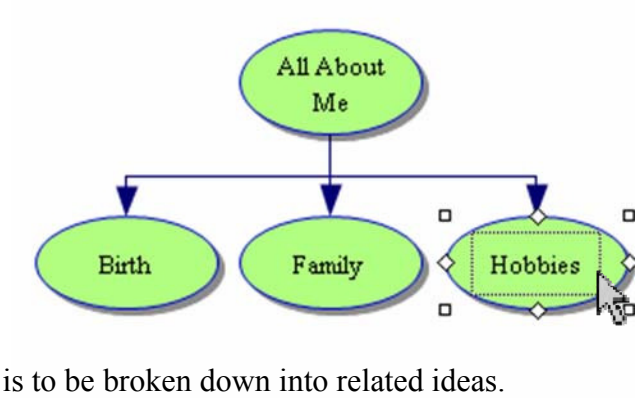


Limitation to Auto Arrange

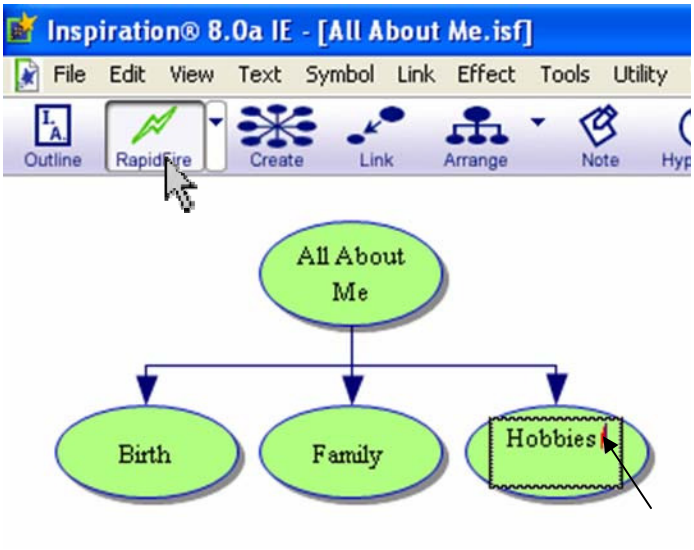


When using Auto Arrange users cannot create new symbols in a specific direction. When a user hovers over the Create button, all the symbols turn green.

Breaking down Ideas

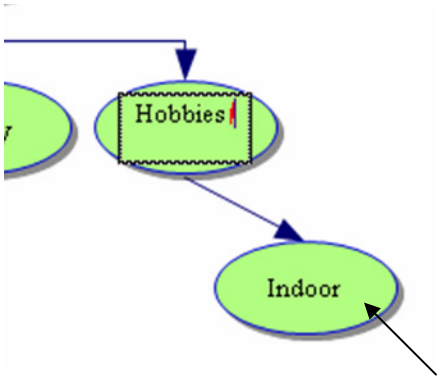


Select the symbol that is to be broken down into related ideas.



Click RapidFire on the toolbar. (Also see: **Adding Ideas that are Not Linked; Linking Symbols;** and/or **Adding Using the Create Button**).

The lightning bolt will appear in the symbol. Begin typing in the new idea.

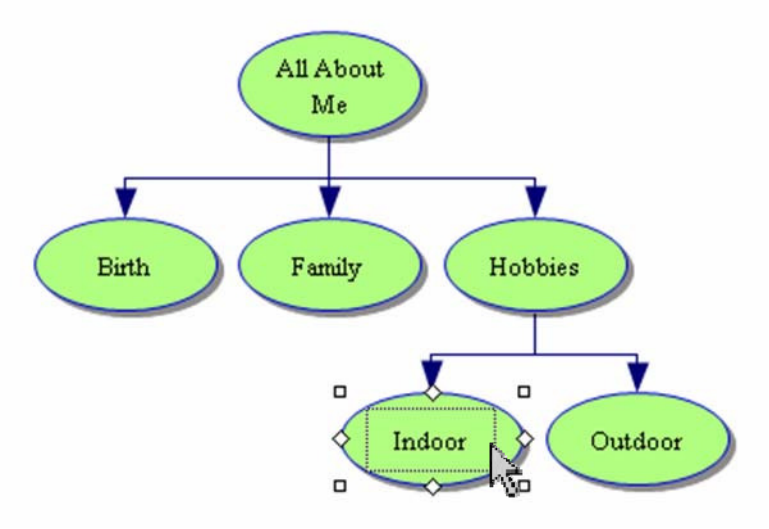


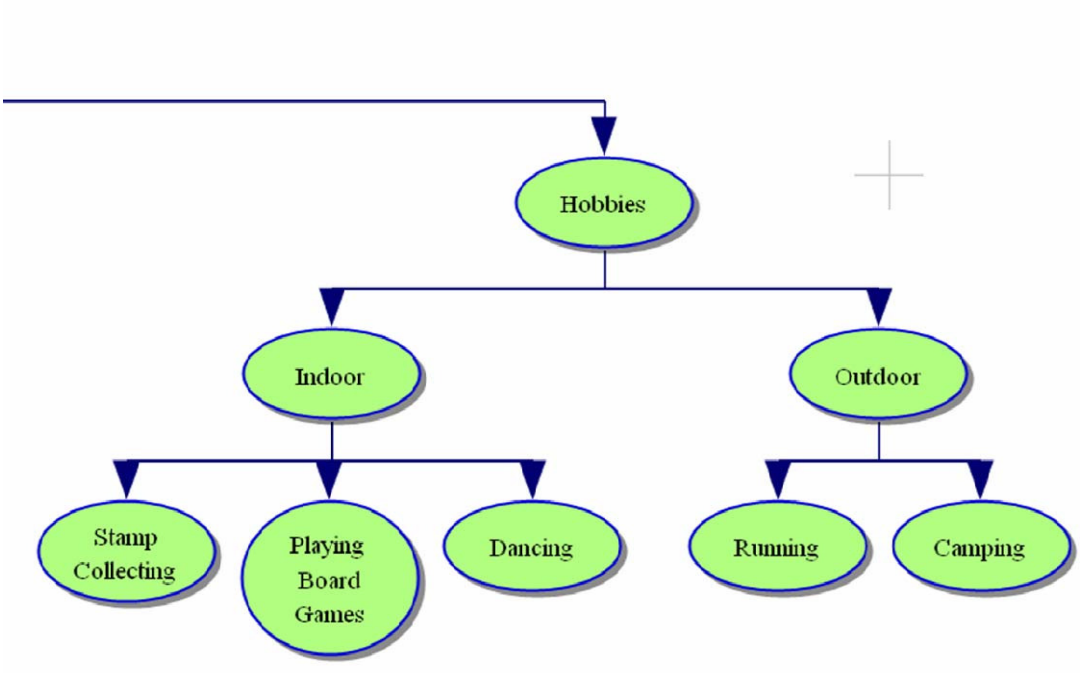
After the idea is typed, click Enter and the idea appears in a new symbol.

Ideas can be broken down further.

Select the symbol to be broken down into subtopics.

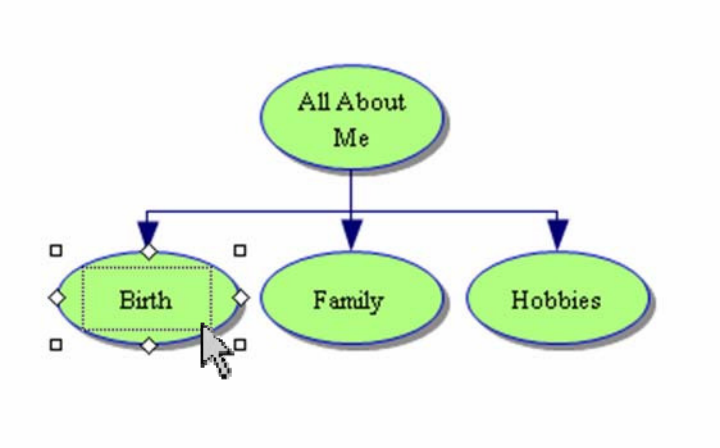
Create new symbols that are connected to the selected symbol.



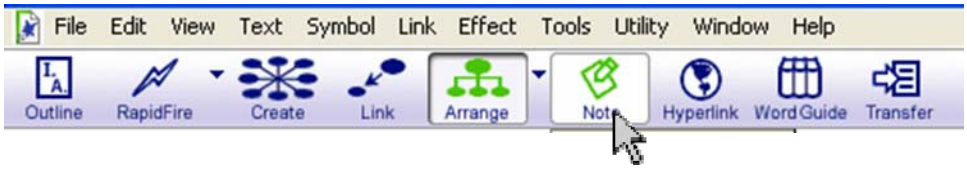


Continue until all ideas are broken down as much as needed.

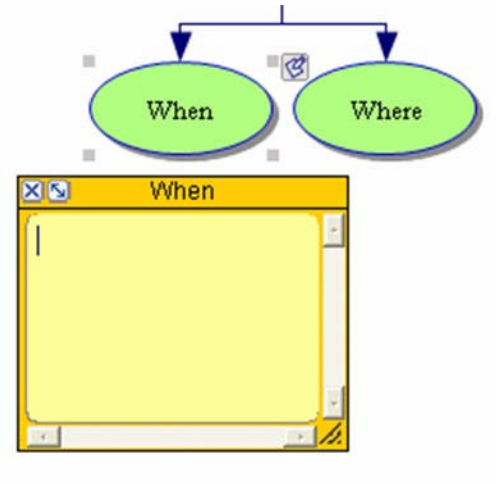
Adding Notes to Symbols



Select the symbol the note is to be added to.



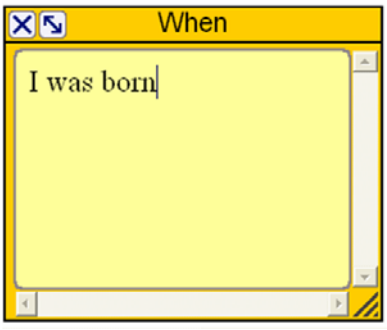
Click the Note button on the toolbar.

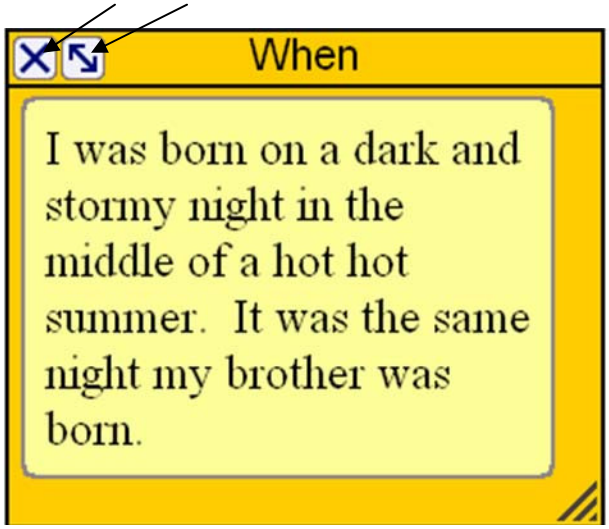


A **Note** will appear with a **Flashing Cursor** inside.

Type the note into the space provided.

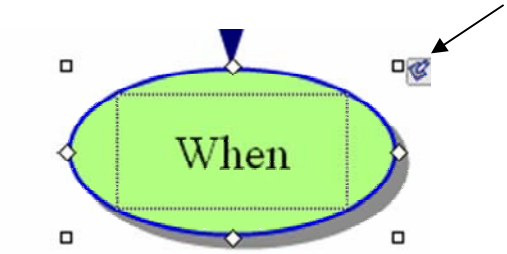
Type full sentences into the note. This is where the writing process occurs. The more care taken here will mean less editing later.





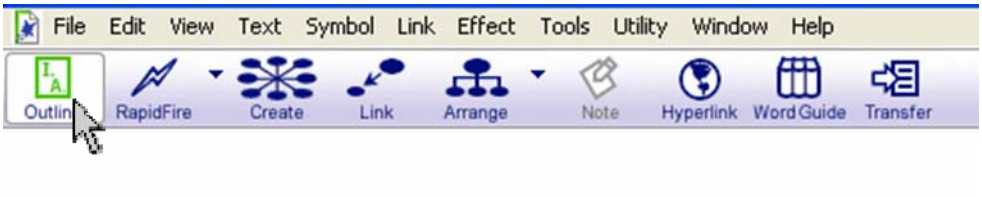
Click on the ↘ button to adjust the note, making it the same size as the writing inside. Click on the X button to close the note box. It **will not** delete what has been typed.

A small **Note Image** appears to the right of the selected symbol when a note is attached.

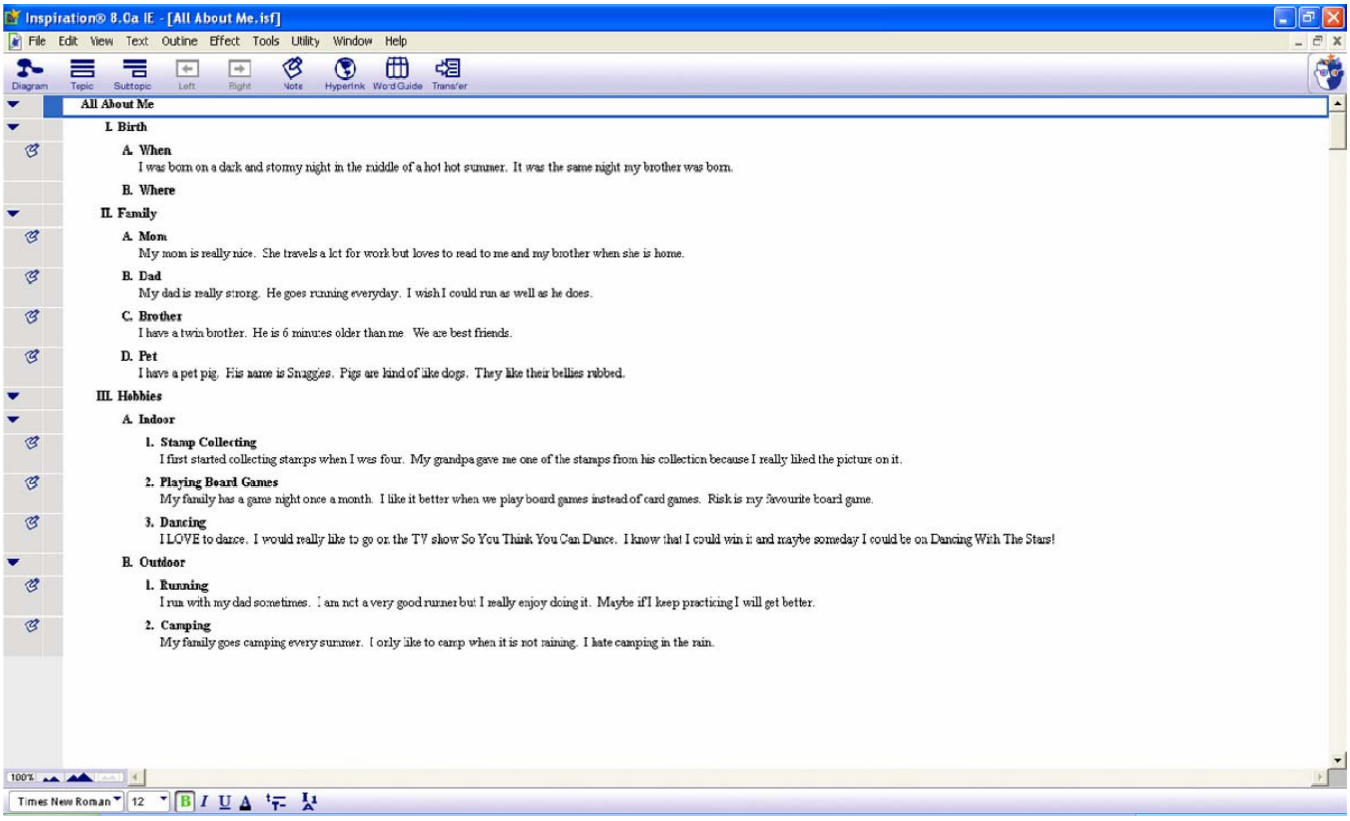


The note image is hidden when the symbol is not selected.

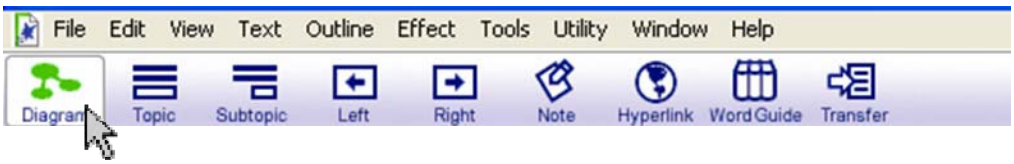
Outline View



Click the Outline button on the toolbar to go to the Outline view.

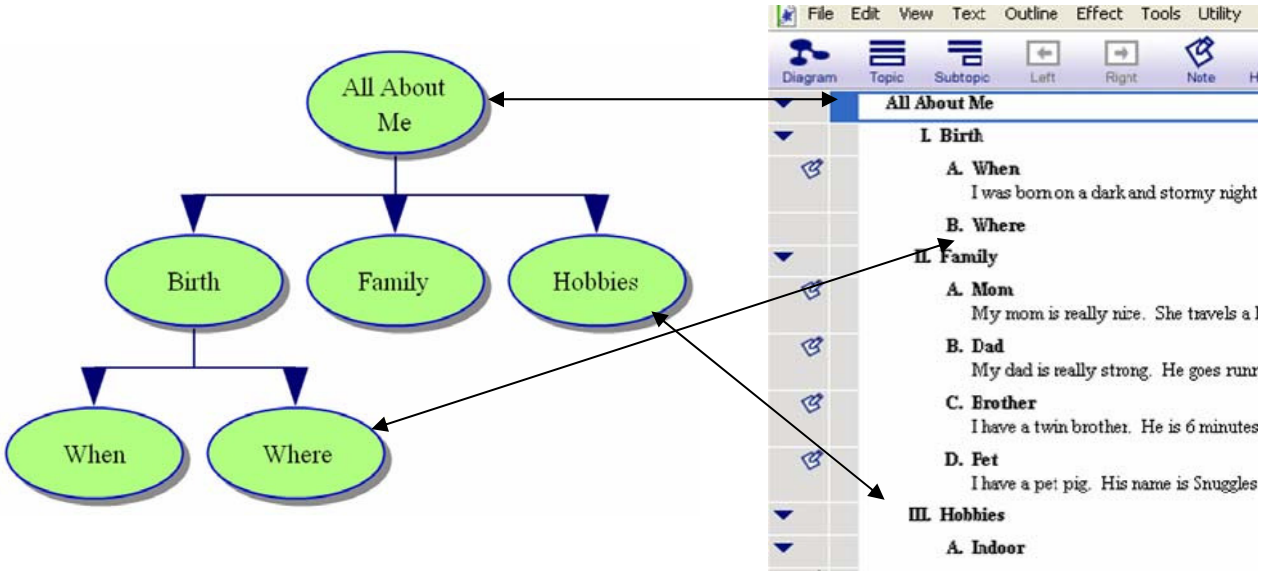

Inspiration® 8.Ca IE - [All About Me.isf]
File Edit View Text Outline Effect Tools Utility Window Help
Diagram Topic Subtopic Left Right Note Hyperlink WordGuide Transfer
All About Me
I. Birth
A. When
I was born on a dark and stormy night in the middle of a hot hot summer. It was the same night my brother was born.
B. Where
II. Family
A. Mom
My mom is really nice. She travels a lot for work but loves to read to me and my brother when she is home.
B. Dad
My dad is really strong. He goes running everyday. I wish I could run as well as he does.
C. Brother
I have a twin brother. He is 6 minutes older than me. We are best friends.
D. Pet
I have a pet pig. His name is Snuggles. Pigs are kind of like dogs. They like their bellies rubbed.
III. Hobbies
A. Indoor
1. Stamp Collecting
I first started collecting stamps when I was four. My grandpa gave me one of the stamps from his collection because I really liked the picture on it.
2. Playing Board Games
My family has a game night once a month. I like it better when we play board games instead of card games. Risk is my favourite board game.
3. Dancing
I LOVE to dance. I would really like to go on the TV show So You Think You Can Dance. I know that I could win it and maybe someday I could be on Dancing With The Stars!
B. Outdoor
1. Running
I run with my dad sometimes. I am not a very good runner but I really enjoy doing it. Maybe if I keep practicing I will get better.
2. Camping
My family goes camping every summer. I only like to camp when it is not raining. I hate camping in the rain.
100%
Times New Roman
12

All ideas and notes will appear in order in the Outline view.



Click the Diagram button on the toolbar to go back to the Diagram view.

Comparing Diagram View to Outline View



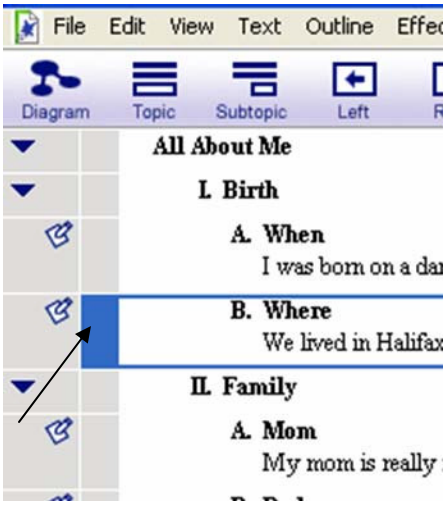
Topics (symbols) that flow from the main idea are shown with roman numerals.

Further breakdown into subtopics is indicated by letters.

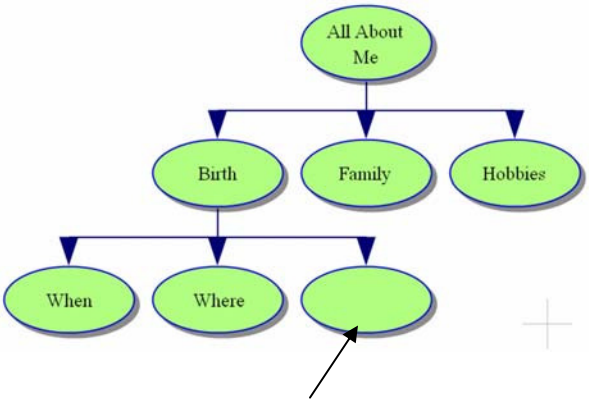
If information is broken down further there will be a number beside it.

Adding New Topics in Outline View

New topics (symbols) can be added to a list of topics while in Outline view.



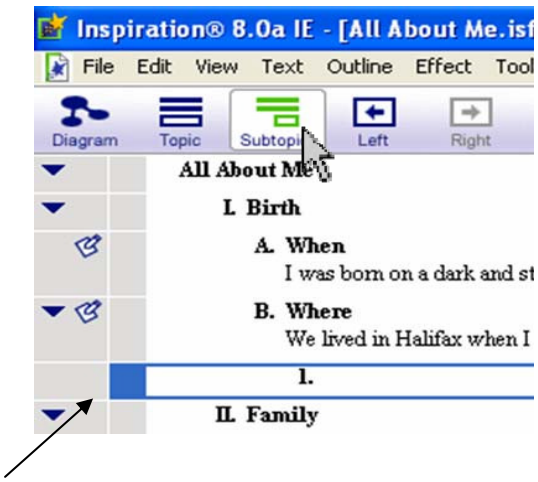
Click to the left of a topic. A blue outline indicates the topic is selected.

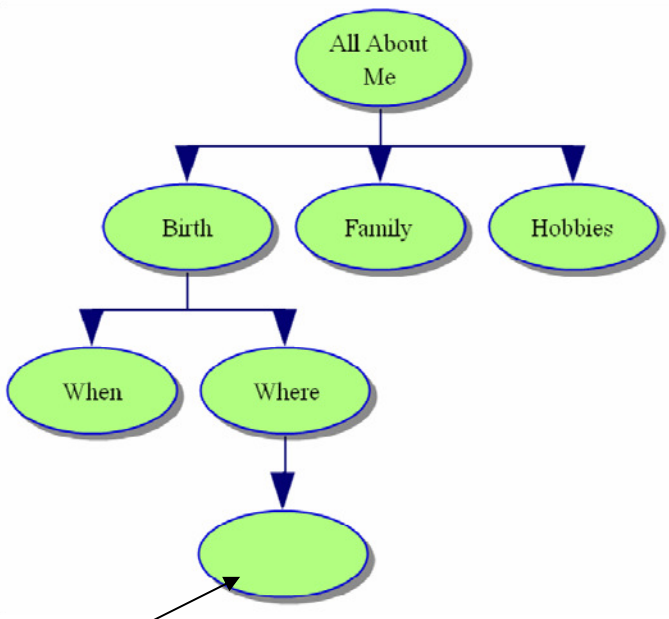


Click the Topic Button on the toolbar. A new topic line will appear at the same level under the selected topic. This addition will also appear in the Diagram view.

Adding Subtopics in Outline View

Click to the left of the idea to be expanded upon. A blue outline indicates the topic is selected.


Inspiration® 8.0a IE - [All About Me.isf
File Edit View Text Outline Effect Tool
Diagram Topic Subtopic Left Right
All About Me
I. Birth
A. When
I was born on a dark and st
B. Where
We lived in Halifax when I
1.
II. Family



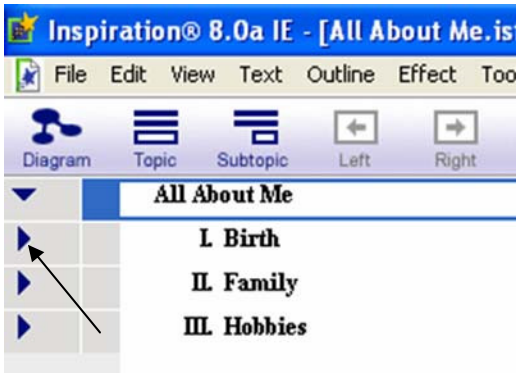
Click the Subtopic button on the toolbar.

A new subtopic will appear under the selected topic.
It will be indented one level.

This addition will also appear in the Diagram view.

Hiding Topics and Subtopics

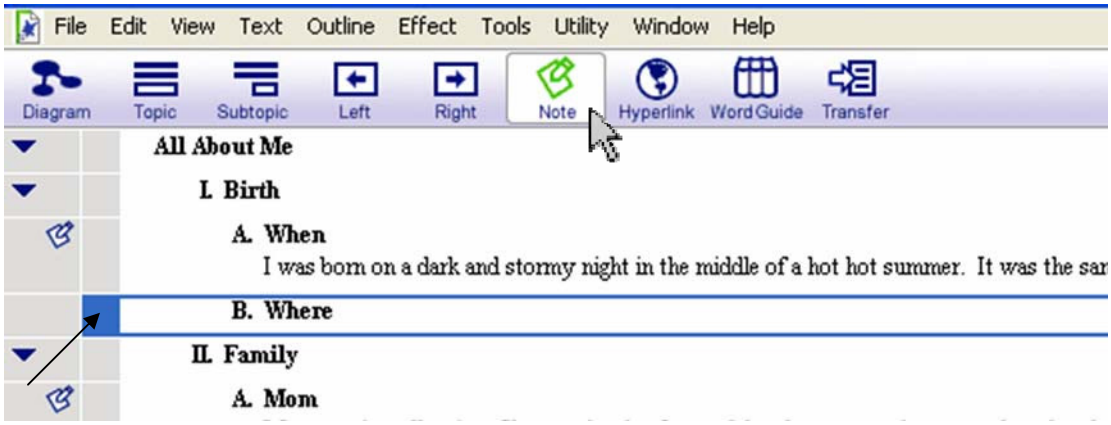
Topics and subtopics can be hidden by clicking on the arrow on the left of the screen.


Inspiration® 8.0a IE - [All About Me.is
File Edit View Text Outline Effect Too
Diagram Topic Subtopic Left Right
All About Me
I. Birth
II. Family
III. Hobbies

The arrow will now point to the right to show there are hidden topics.

Click on the arrow to view the topics.

Adding Notes in Outline View


File Edit View Text Outline Effect Tools Utility Window Help
Diagram Topic Subtopic Left Right Note Hyperlink WordGuide Transfer
All About Me
I. Birth
A. When
I was born on a dark and stormy night in the middle of a hot hot summer. It was the sar
B. Where
II. Family
A. Mom

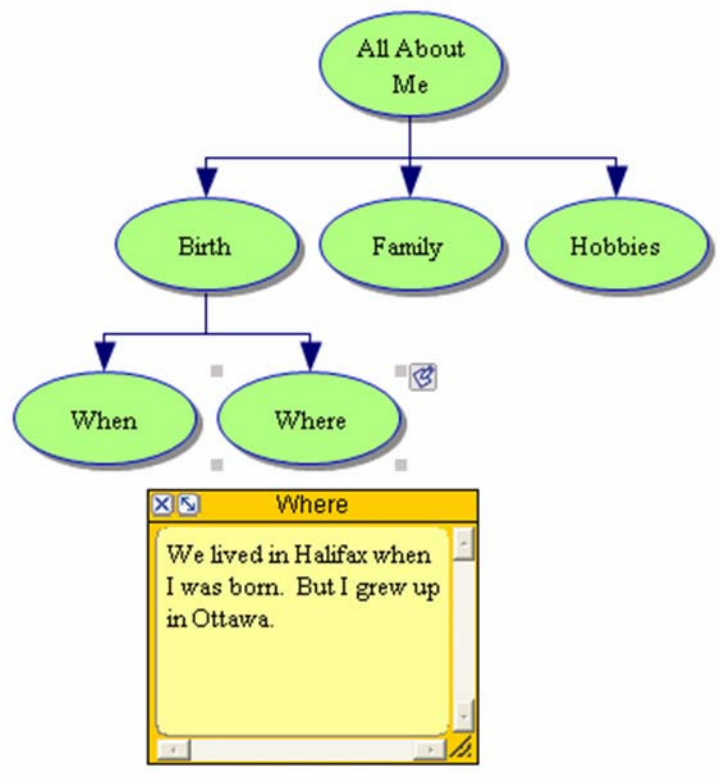
Click to the left of a topic to select it.

Click the Note button on the toolbar or press Enter.

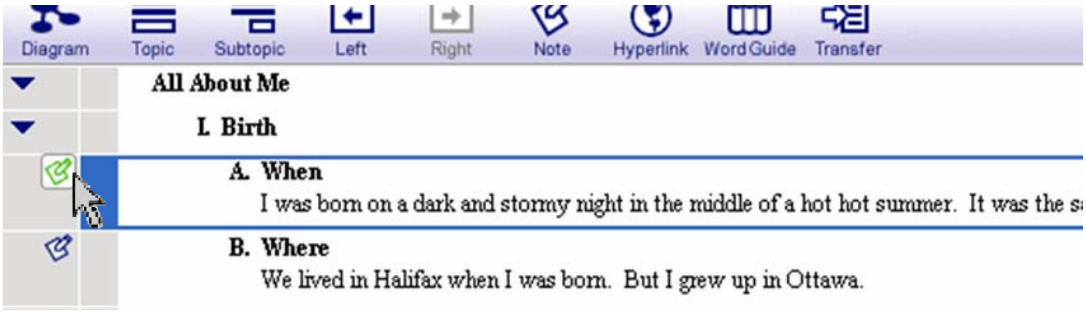
A new **Topic Line** with a **Flashing Cursor** will appear under the selected topic.

Type a note using complete sentences.

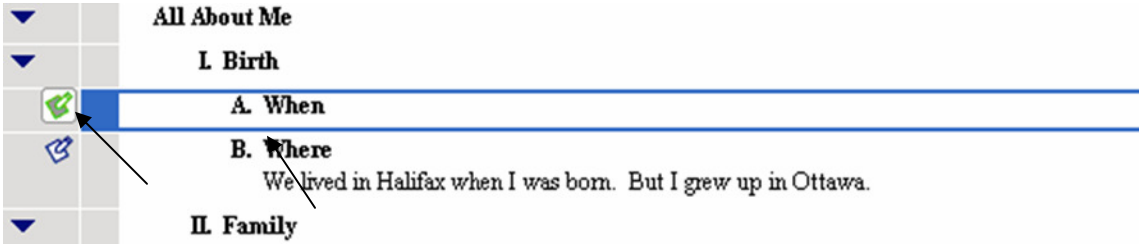
This addition will also appear in the Diagram view.



Hiding Notes in Outline View



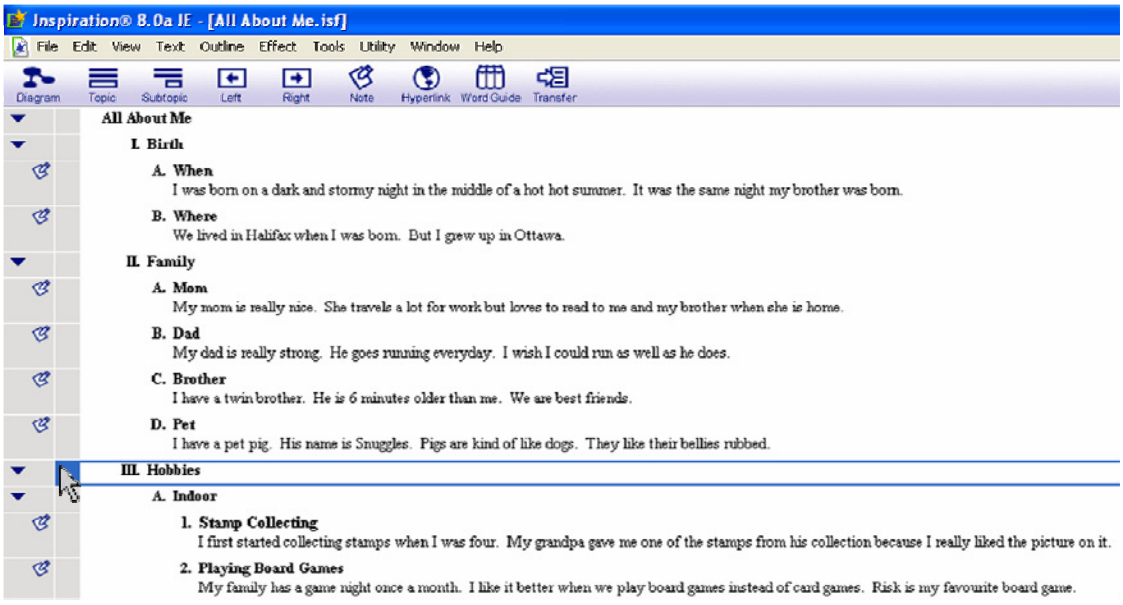
Hide notes by clicking on the Notepad icon on the left of the screen.



The Notepad icon will remain in place to show there is a note.

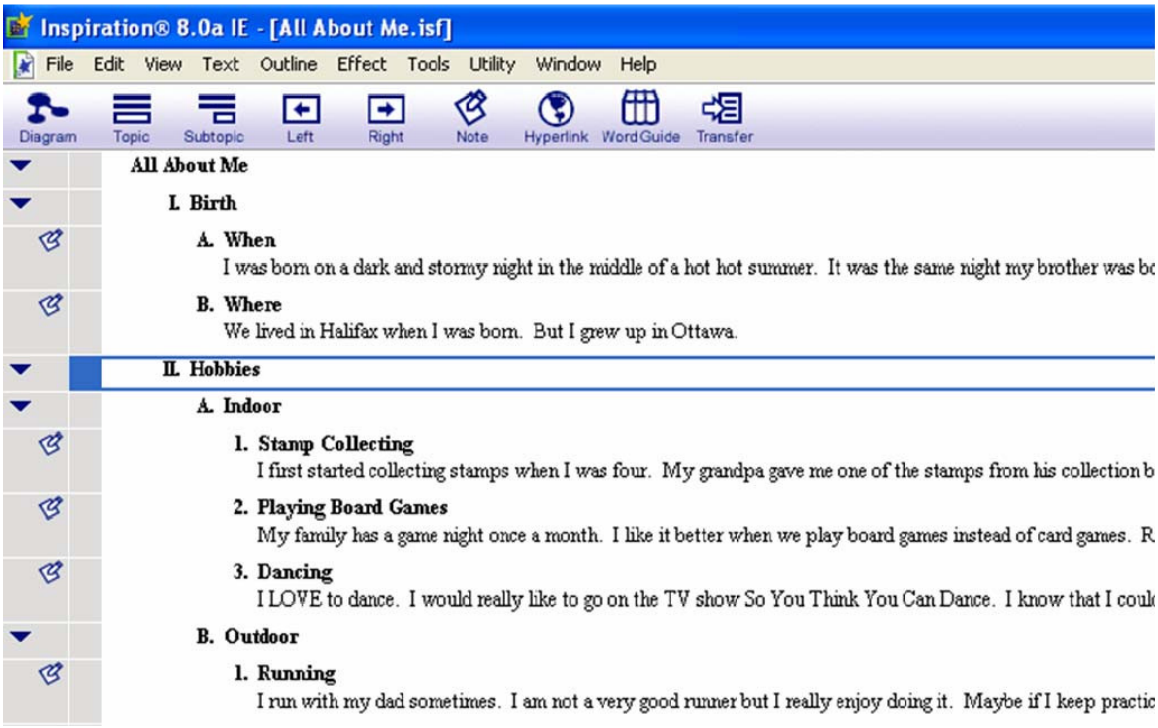
Click on the Notepad icon to display the note.

Re-Arranging in Outline View


Inspiration® 8.0a JE - [All About Me.isf]
File Edit View Text Outline Effect Tools Utility Window Help
Diagram Topic Subtopic Left Right Note Hyperlink Word Guide Transfer
All About Me
I. Birth
A. When
I was born on a dark and stormy night in the middle of a hot hot summer. It was the same night my brother was born.
B. Where
We lived in Halifax when I was born. But I grew up in Ottawa.
II. Family
A. Mom
My mom is really nice. She travels a lot for work but loves to read to me and my brother when she is home.
B. Dad
My dad is really strong. He goes running everyday. I wish I could run as well as he does.
C. Brother
I have a twin brother. He is 6 minutes older than me. We are best friends.
D. Pet
I have a pet pig. His name is Snuggles. Pigs are kind of like dogs. They like their bellies rubbed.
III. Hobbies
A. Indoor
1. Stamp Collecting
I first started collecting stamps when I was four. My grandpa gave me one of the stamps from his collection because I really liked the picture on it.
2. Playing Board Games
My family has a game night once a month. I like it better when we play board games instead of card games. Risk is my favourite board game.

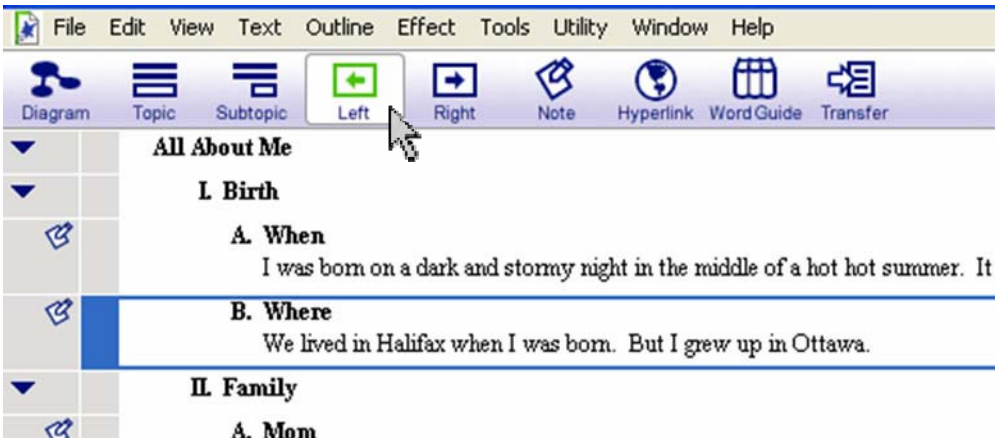
Click to the left of the topic to be moved. A blue outline indicates the topic is selected.

Hold down the mouse button and drag the topic to the desired location. Red and grey dots on a gray line will appear. The red dot shows the level of the topic in the new location. The topic will be moved to the new location when the mouse button is released.


Inspiration® 8.0a IE - [All About Me.isf]
File Edit View Text Outline Effect Tools Utility Window Help
Diagram Topic Subtopic Left Right Note Hyperlink WordGuide Transfer
All About Me
I. Birth
A. When
I was born on a dark and stormy night in the middle of a hot hot summer. It was the same night my brother was bo
B. Where
We lived in Halifax when I was born. But I grew up in Ottawa.
II. Hobbies
A. Indoor
1. Stamp Collecting
I first started collecting stamps when I was four. My grandpa gave me one of the stamps from his collection b
2. Playing Board Games
My family has a game night once a month. I like it better when we play board games instead of card games. R
3. Dancing
I LOVE to dance. I would really like to go on the TV show So You Think You Can Dance. I know that I coul
B. Outdoor
1. Running
I run with my dad sometimes. I am not a very good runner but I really enjoy doing it. Maybe if I keep practic

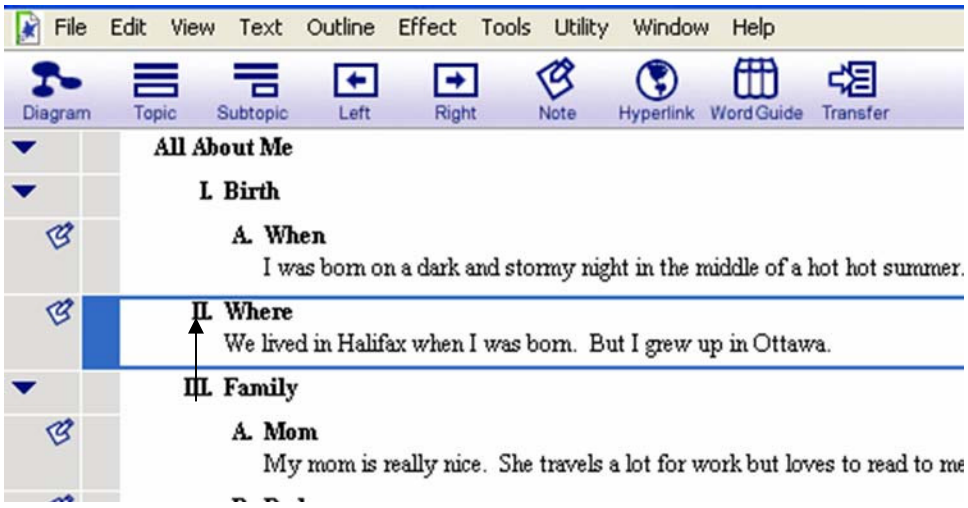
The topic is now moved. All the subtopics move with it.

Making Subtopics into Topics in Outline View


File Edit View Text Outline Effect Tools Utility Window Help
Diagram Topic Subtopic Left Right Note Hyperlink WordGuide Transfer
All About Me
I. Birth
A. When
I was born on a dark and stormy night in the middle of a hot hot summer. It
B. Where
We lived in Halifax when I was born. But I grew up in Ottawa.
II. Family
A. Mom

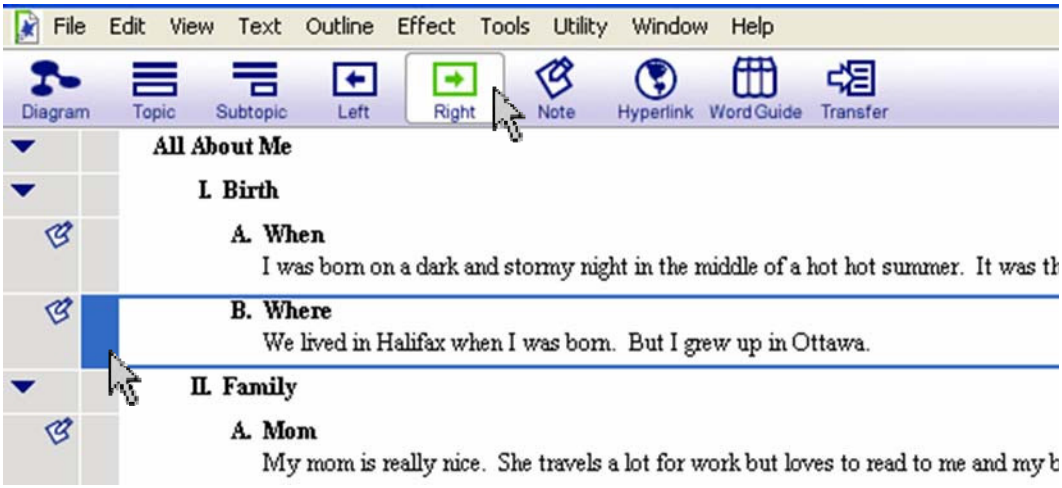
Click to select the subtopic to be made into a topic.

Click the Left button on the toolbar.


File Edit View Text Outline Effect Tools Utility Window Help
Diagram Topic Subtopic Left Right Note Hyperlink WordGuide Transfer
All About Me
I. Birth
A. When
I was born on a dark and stormy night in the middle of a hot hot summer.
II. Where
We lived in Halifax when I was born. But I grew up in Ottawa.
III. Family
A. Mom
My mom is really nice. She travels a lot for work but loves to read to me

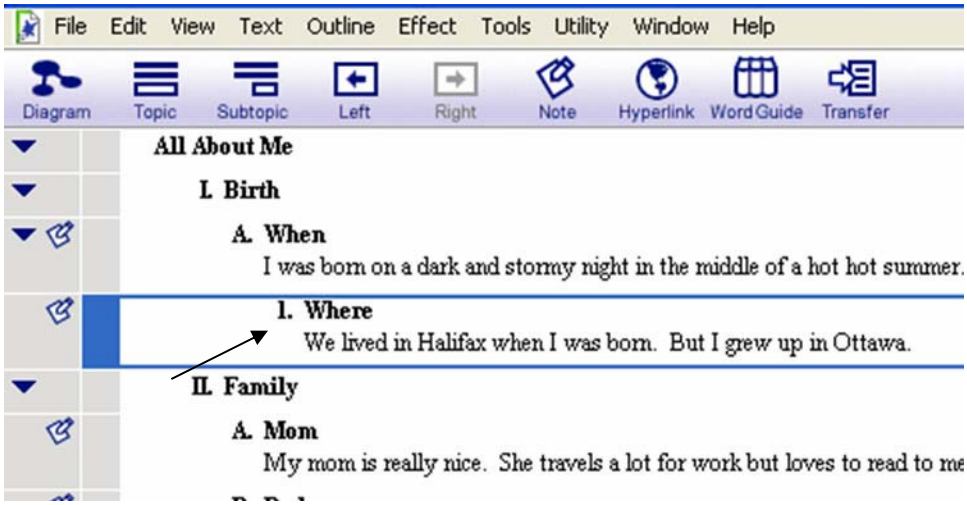
The subtopic will now be lined up with the other topics.

Subtopics can also be moved to sub-subtopics.


File Edit View Text Outline Effect Tools Utility Window Help
Diagram Topic Subtopic Left Right Note Hyperlink WordGuide Transfer
All About Me
I. Birth
A. When
I was born on a dark and stormy night in the middle of a hot hot summer. It was th
B. Where
We lived in Halifax when I was born. But I grew up in Ottawa.
II. Family
A. Mom
My mom is really nice. She travels a lot for work but loves to read to me and my b

Click to select the subtopic to be moved.

Click the Right button on the toolbar.

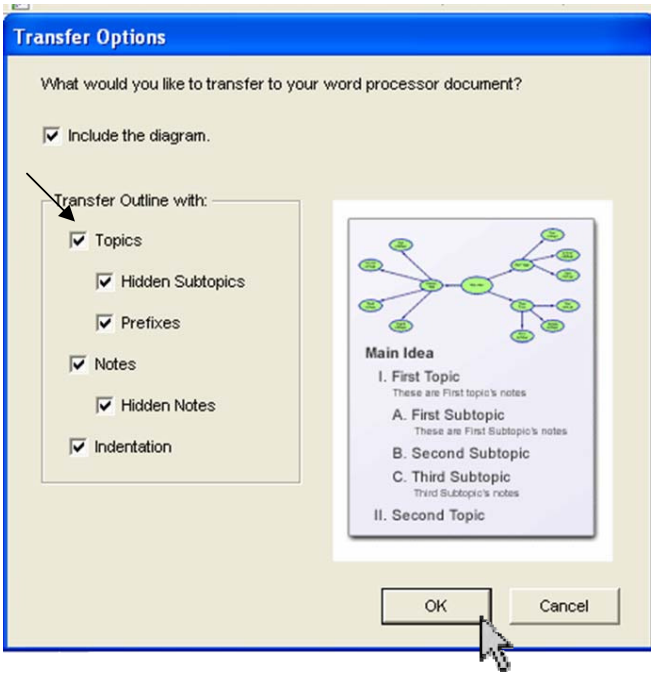

File Edit View Text Outline Effect Tools Utility Window Help
Diagram Topic Subtopic Left Right Note Hyperlink Word Guide Transfer
All About Me
I. Birth
A. When
I was born on a dark and stormy night in the middle of a hot hot summer.
1. Where
We lived in Halifax when I was born. But I grew up in Ottawa.
II. Family
A. Mom
My mom is really nice. She travels a lot for work but loves to read to me

The subtopic will now be moved to the right one level.
All changes in the Outline view will also take effect in the Diagram view.

Transferring to a Word Processor

Inspiration® 8.0a IE - [All About Me.isf]
File Edit View Text Outline Effect Tools Utility Window Help
Diagram Topic Subtopic Left Right Note Hyperlink Word Guide Transfer

Click the Transfer button on the toolbar.



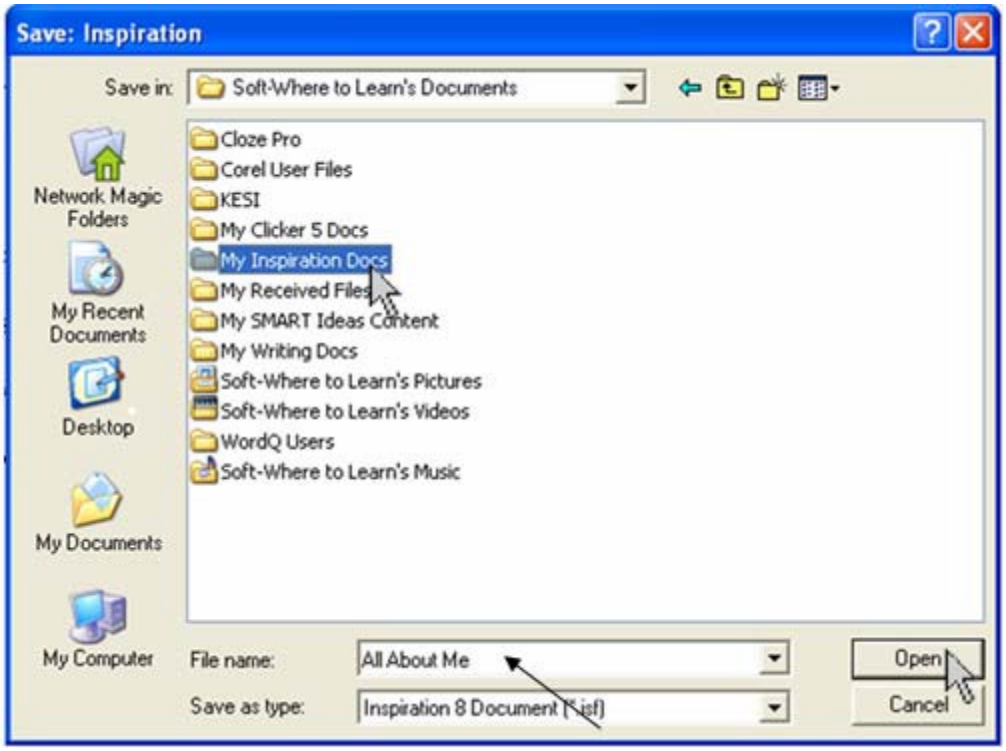
The Transfer Options window will appear.

Select the part(s) of the document to be moved to a word processor by checking off the appropriate boxes.

Click OK.

Inspiration will prompt the user to save the document before transferring.

Click OK.

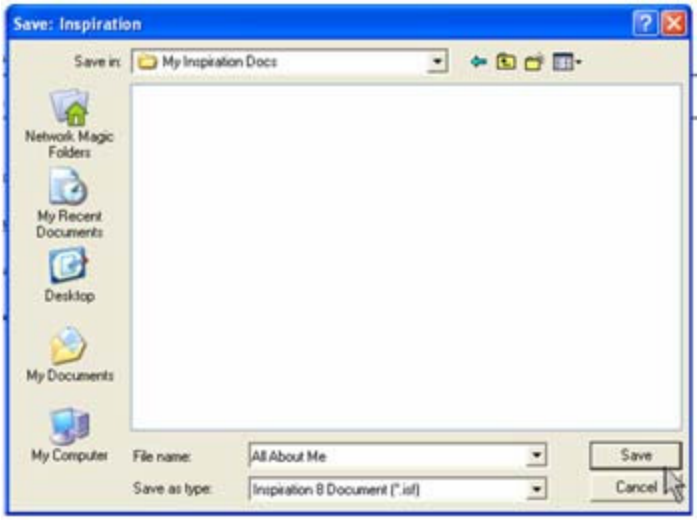


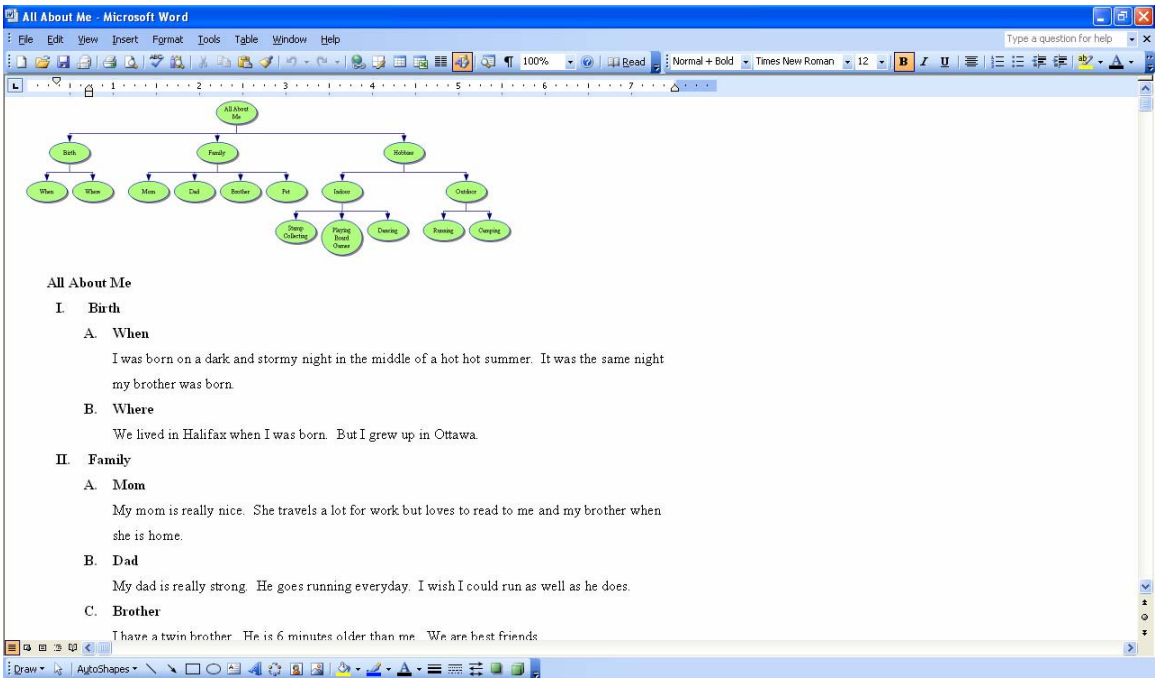
The file name will be the main topic. Type in a new File name if you prefer.

Click <u>My Inspiration Docs</u>.

Click <u>Open</u>.

Click <u>Save</u>



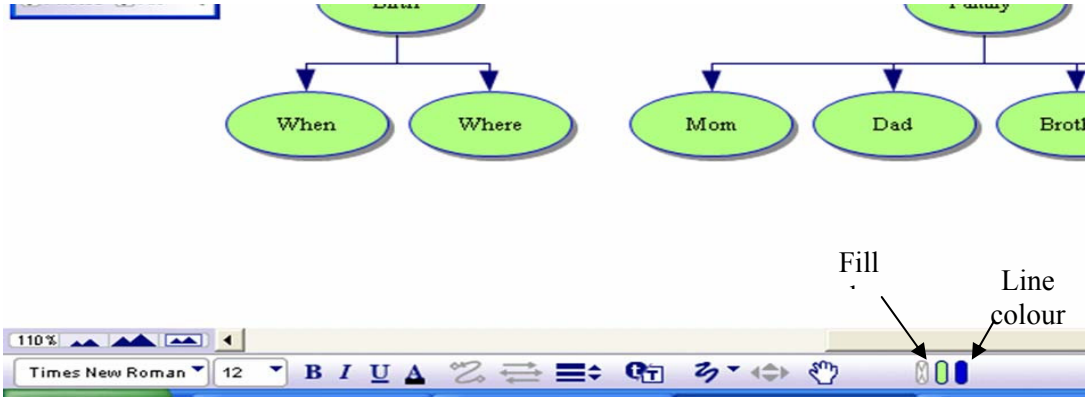

All About Me - Microsoft Word
All About Me
I. Birth
A. When
I was born on a dark and stormy night in the middle of a hot hot summer. It was the same night my brother was born.
B. Where
We lived in Halifax when I was born. But I grew up in Ottawa.
II. Family
A. Mom
My mom is really nice. She travels a lot for work but loves to read to me and my brother when she is home.
B. Dad
My dad is really strong. He goes running everyday. I wish I could run as well as he does.
C. Brother
I have a twin brother. He is 6 minutes older than me. We are best friends

The file will now open in Microsoft Word.
In Microsoft Word, users can continue to work on the written part of the document (adding, deleting, formatting etc). The Diagram view of the document cannot be modified in this view.

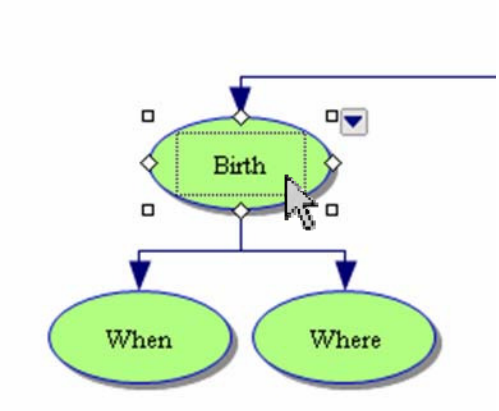
Enhancing the Diagram with Colour in Inspiration

Inspiration diagrams can be used as a presentation tool. Diagrams can be enhanced by changing the colour of symbols and the background.

Changing the Colour of Symbols



The formatting toolbar at the bottom of the page enables users to make many visual changes to the diagram. The two Colour Buttons to the right of the toolbar are for the **Fill Colour** and **Line Colour** of the symbols.

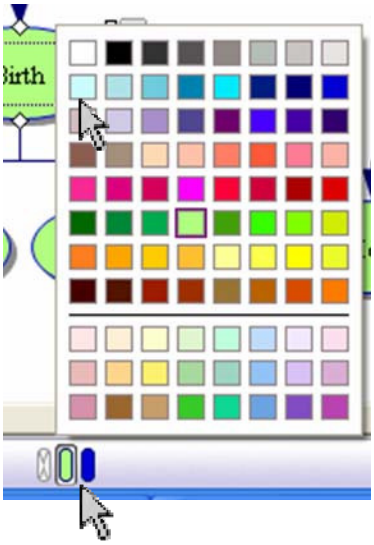


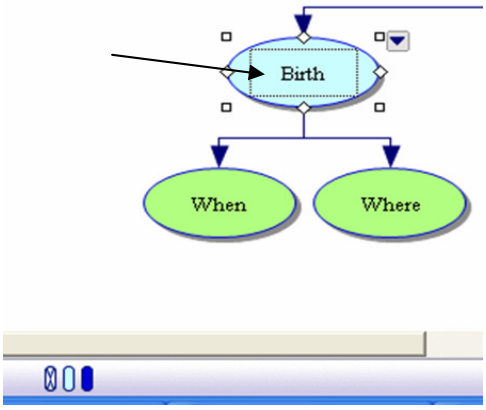
To change the **Fill Colour** of a symbol, select the symbol.

Click the Fill Colour button.

A colour template will pop up.

Click on the preferred colour.



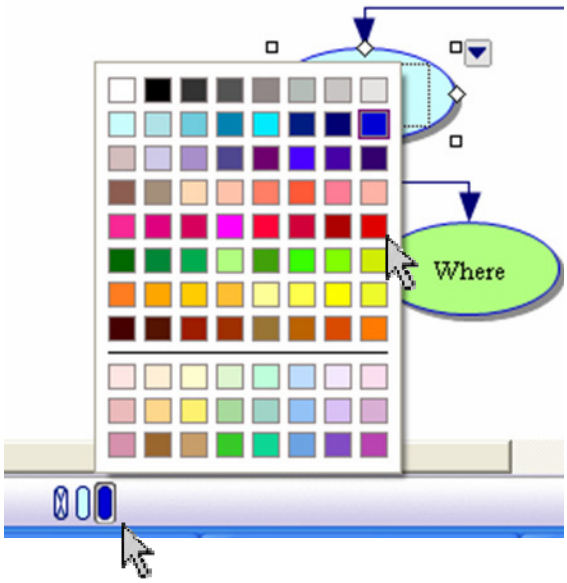


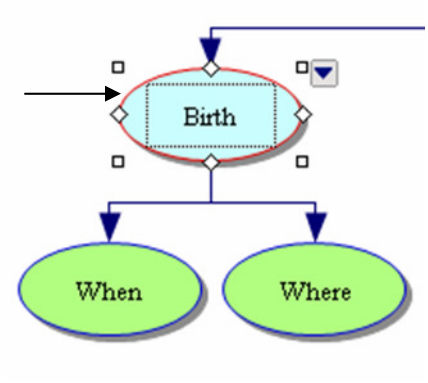
The Fill Colour is changed to the selected colour.

To change the Line Colour of the same symbol click on the Line Colour button.

A colour template will pop up.

Click on the preferred colour.

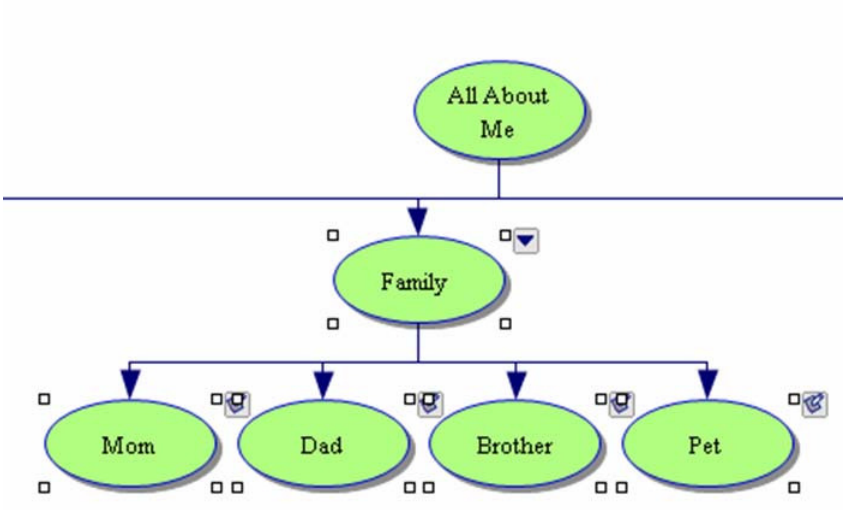




The **Line Colour** is changed to the selected colour.

More than one symbol can be changed at the same time.

Select the symbols to be changed to the same colour. (See **Selecting Multiple Symbols** for more information.)



Click on the Fill Colour button.

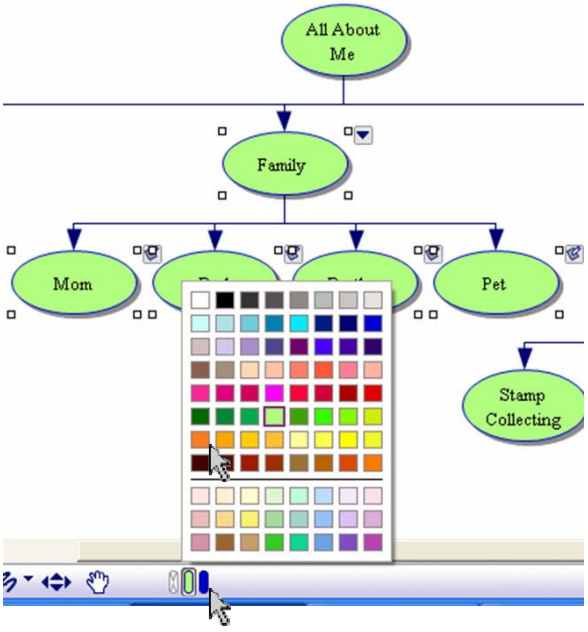
The colour palette will appear.

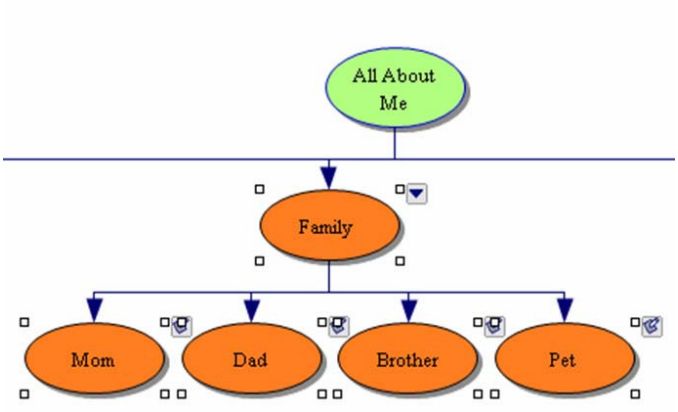
Select the preferred Fill Colour.

Click on the Line Colour button.

The colour palette will appear.

Select the preferred Line Colour.

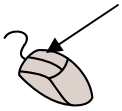




The **Line Colour** is now changed to the selected colour.

Changing the Background Colour

Hover the mouse pointer over an empty space in the background of the diagram.



Click the Right Mouse Button.

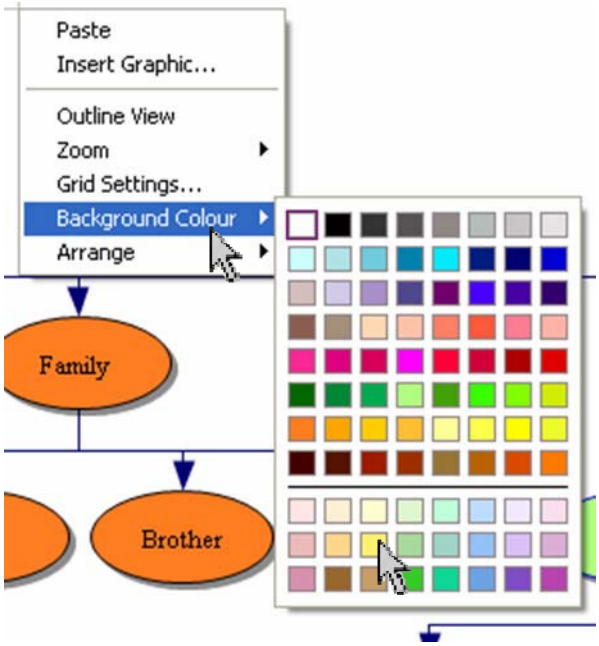
An options window will appear.

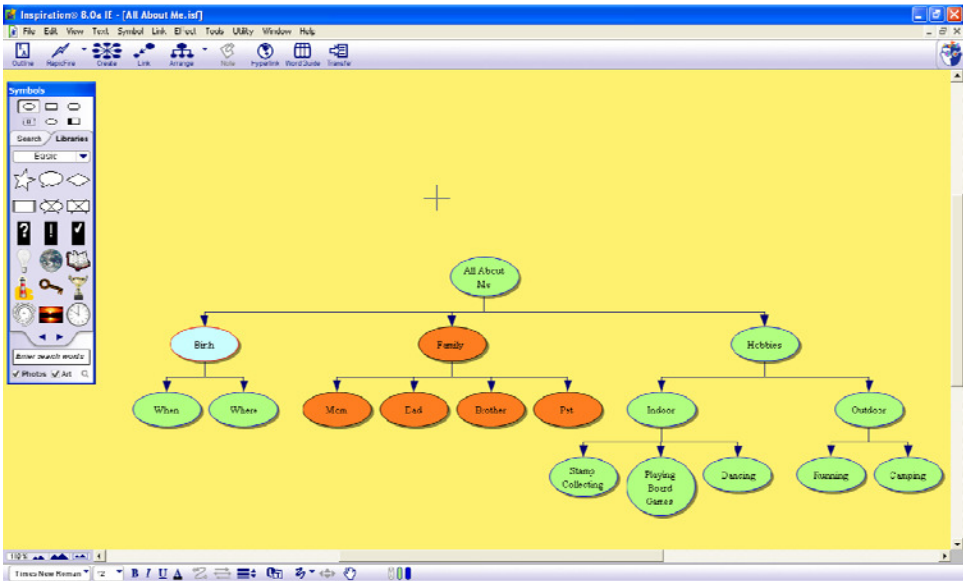
Select Background Colour.

A colour palette will appear.

Select the preferred colour.

Note: light pastel colours usually work best for background colours.





The background colour is changed to the selected colour.

The Formatting Toolbar

At the bottom of the screen is the **Formatting Toolbar**. It can be used to format text and symbols.

Changing the Font in a Symbol

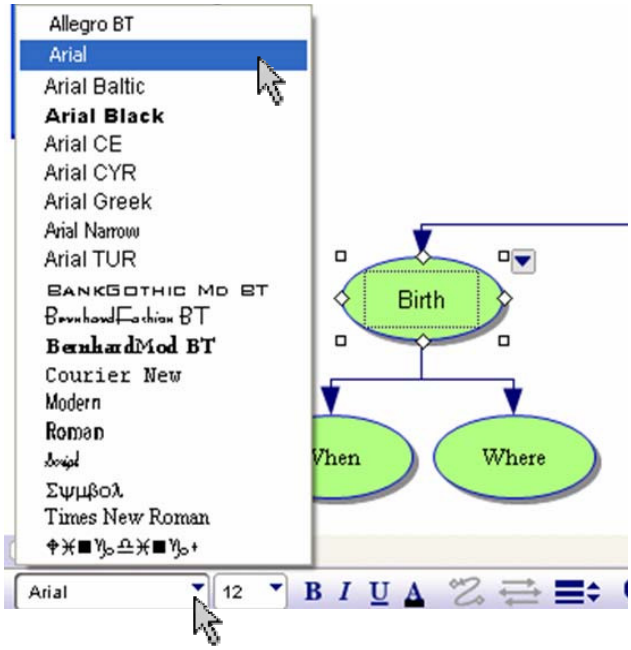
Select the symbol to be changed. (See Selecting Symbols and Selecting Multiple Symbols)

Click the font box in the Formatting Toolbar.

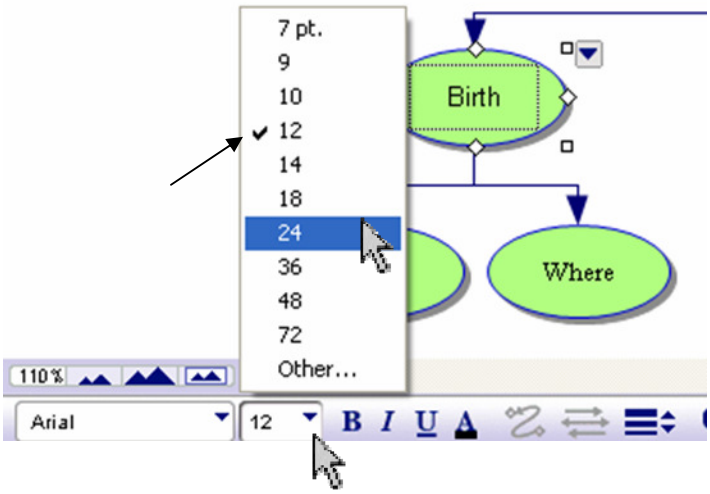
A list of fonts will appear.

Select the preferred font.

The font will be changed in the selected symbol.



Changing the Font Size in a Symbol



Select the symbol to be changed. (See **Selecting Symbols** and **Selecting Multiple Symbols**)

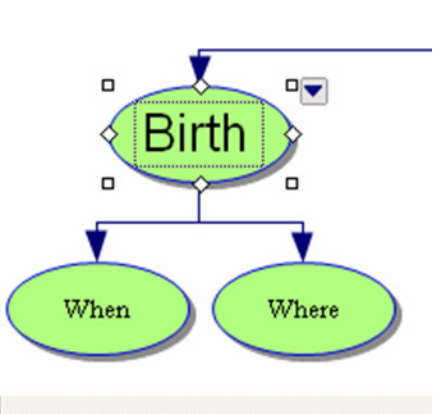
Click the font size box in the Formatting Toolbar.

A list of font sizes will appear.

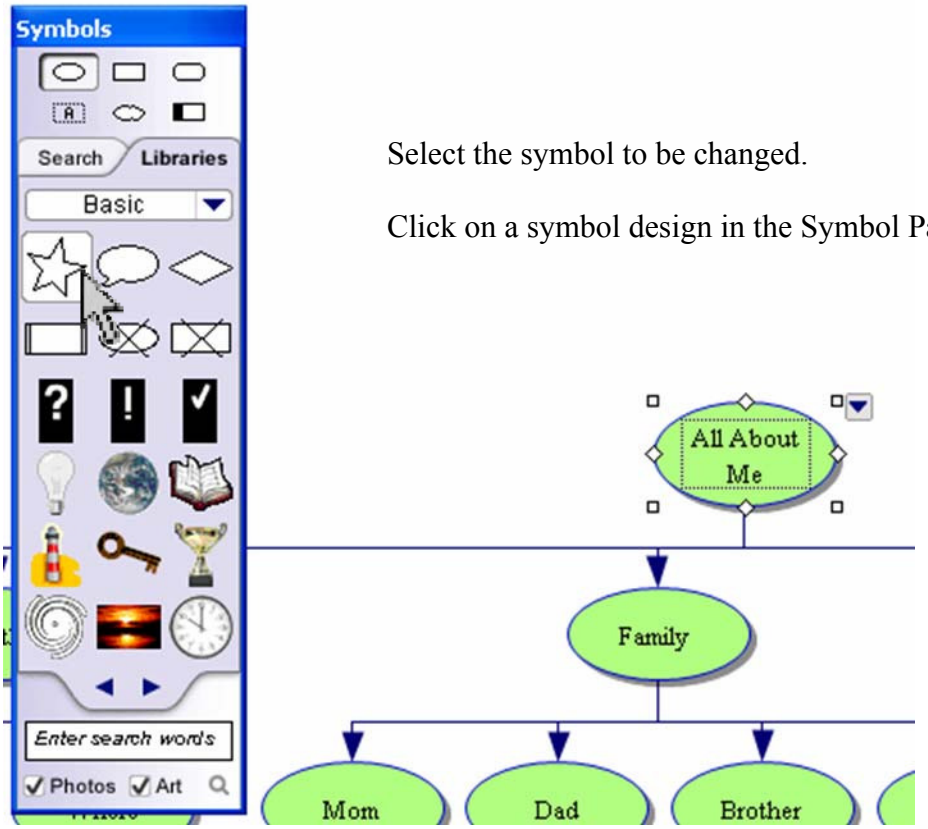
The current size will have a check mark beside it.

Select the preferred font size.

The font size will be changed in the selected symbol.



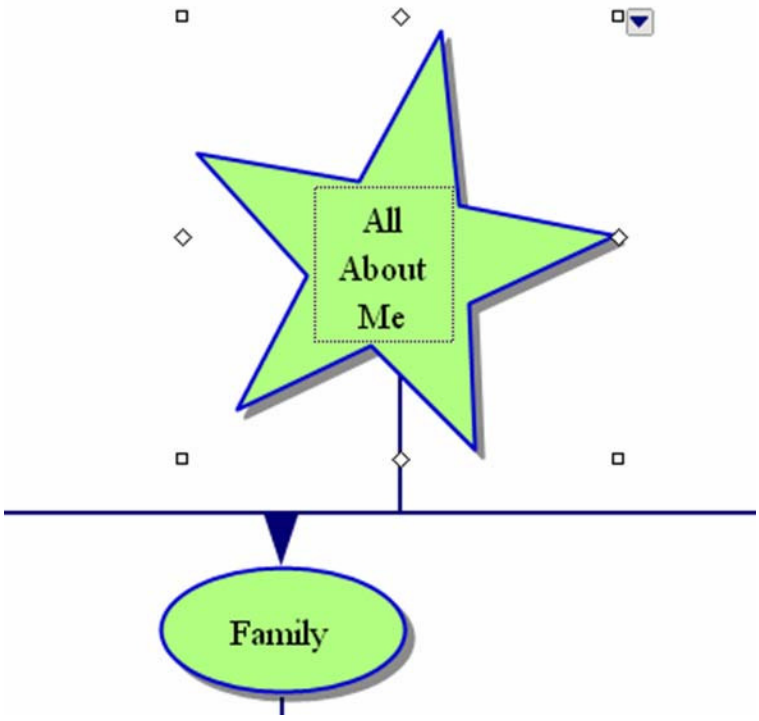
Using Different Symbols to Represent Ideas



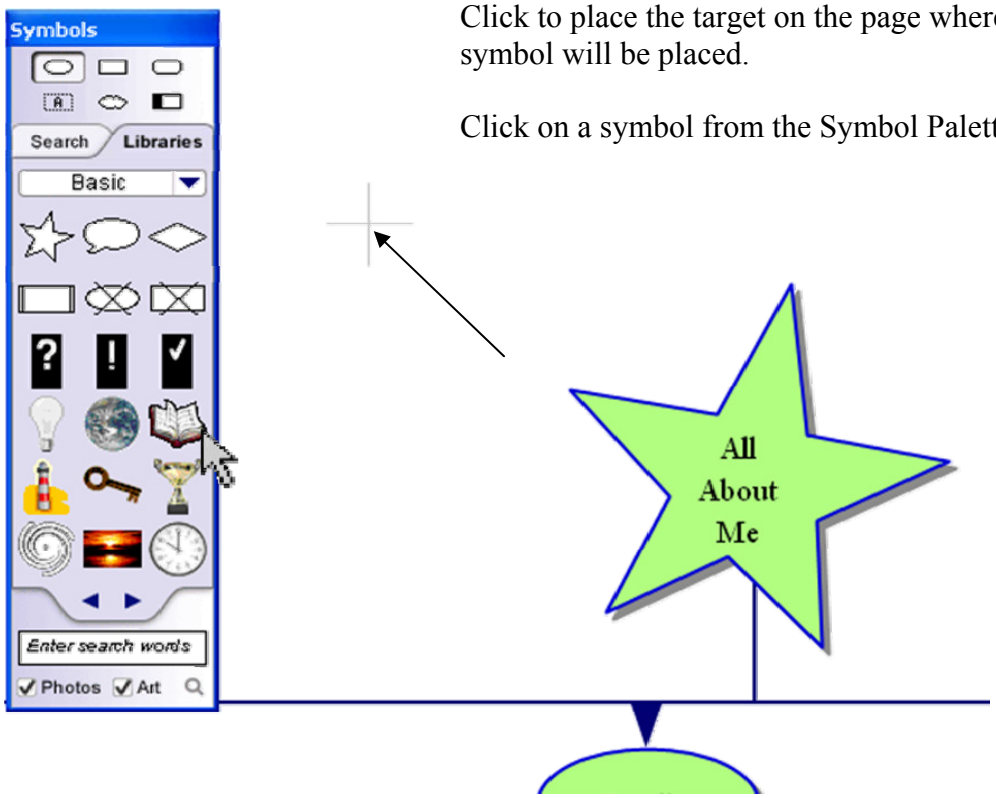
Select the symbol to be changed.

Click on a symbol design in the Symbol Palette.

The symbol will be replaced by the selected design.



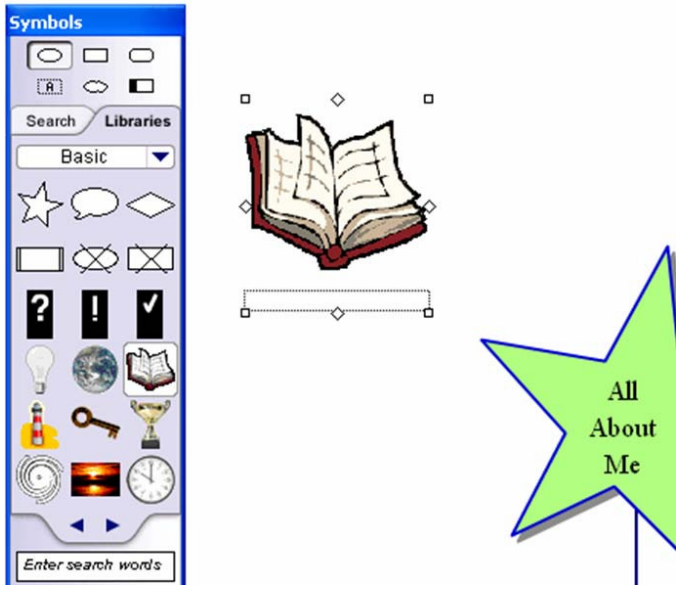
Using the Picture Library



Click to place the target on the page where the new symbol will be placed.

Click on a symbol from the Symbol Palette.

The symbol will appear on the targeted spot.



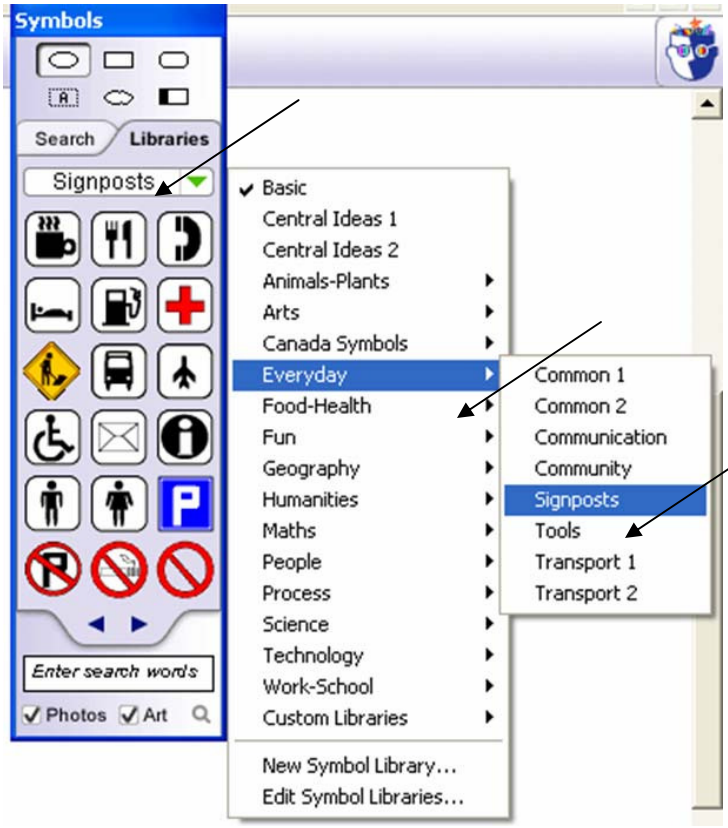
OR

Click on a symbol in the Symbol Palette. Drag and drop the symbol onto the document.

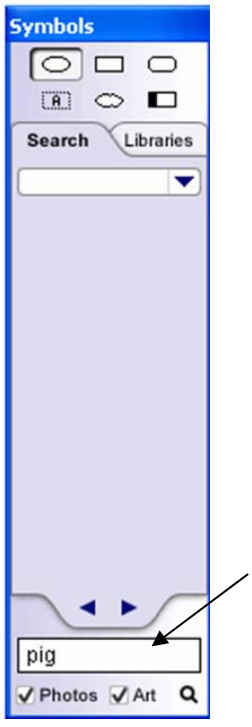
Search for symbols by using the arrow buttons at the bottom of the **Symbol Palette**.

OR

Use the drop down menu at the top of the **Symbol Palette** to view a list of symbol topics. As you hover over the titles, the symbols will be displayed in the palette.



OR



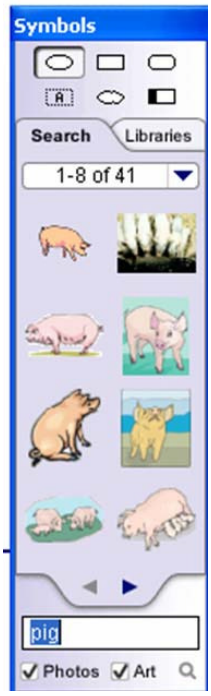
Use the search option at the bottom of the **Symbol Palette.**

Type a word or phrase describing what you are looking for into the "Enter search words" box.

Press Enter.

NOTE
More symbols will appear when you are connected to the Internet.

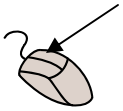
Internet:



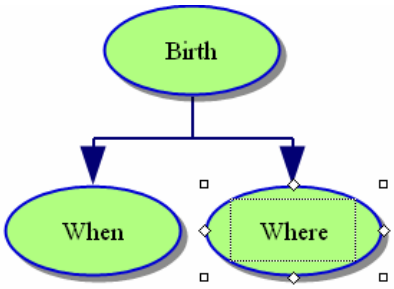
No Internet:

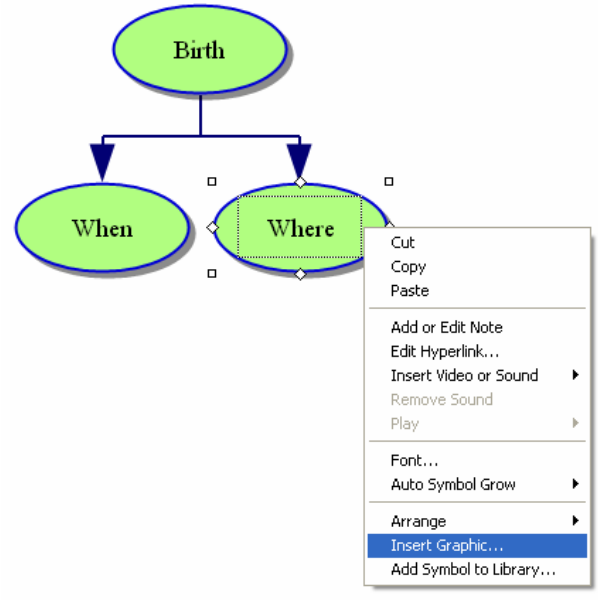
Inserting Pictures from the My Pictures Folder

Select the symbol to be changed.



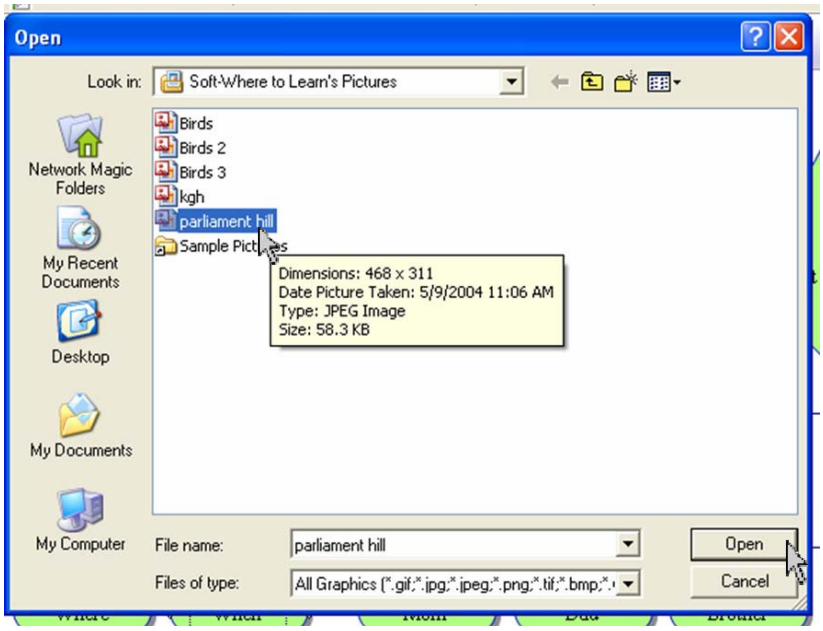
Click the Right Mouse Button.





An options window will appear.

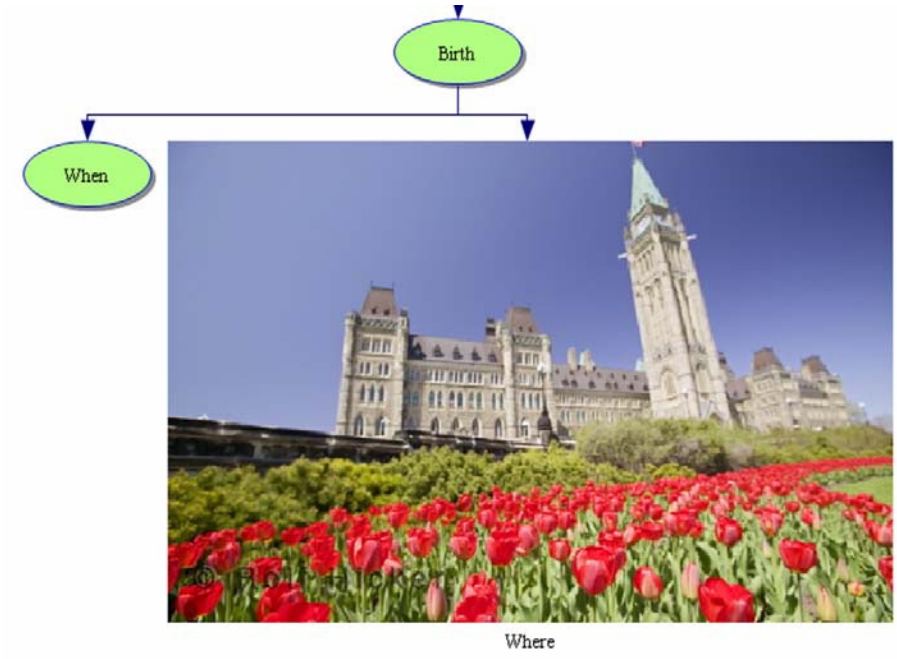
Click Insert Graphic…



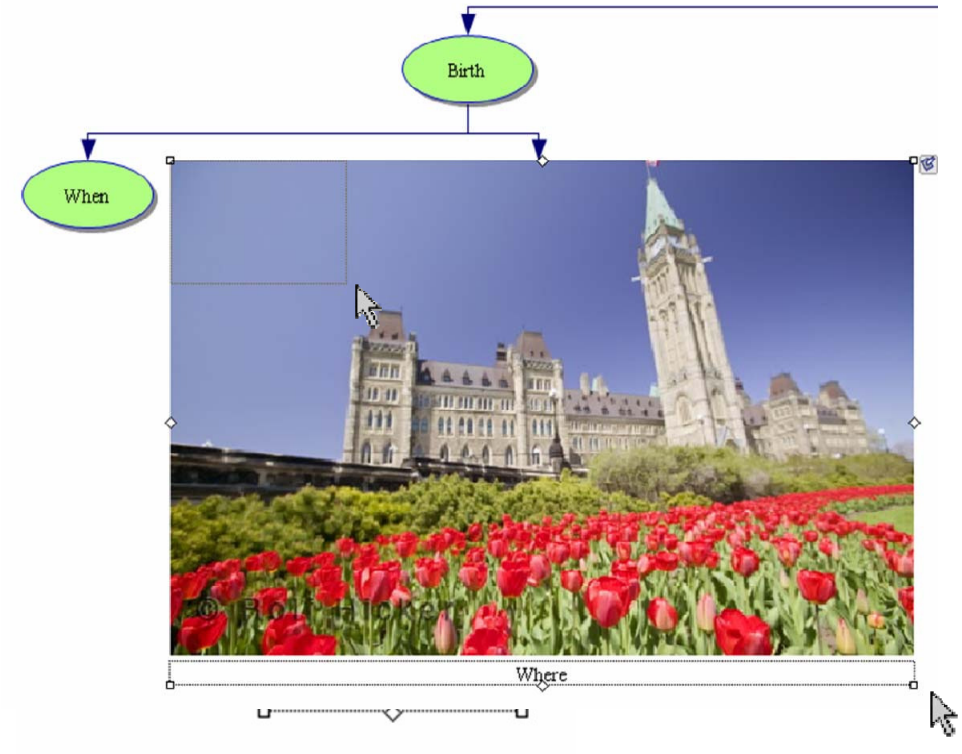
The **My Pictures** folder will open.

Select the picture to be used.

Click Open.

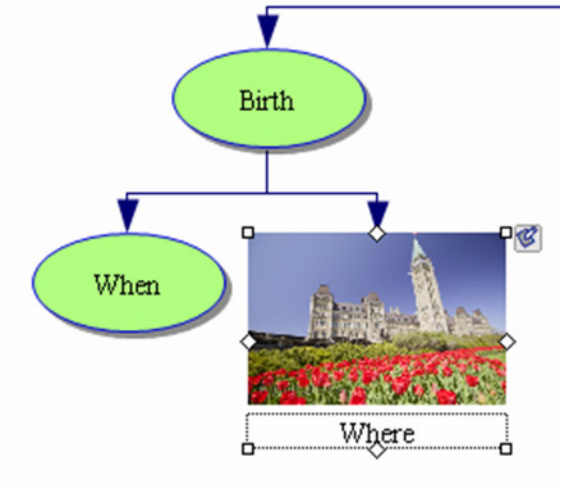


The picture will replace the selected symbol.

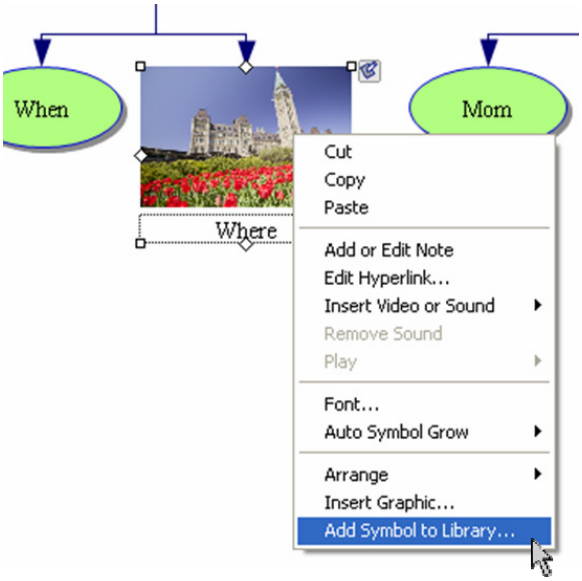


Often the symbol will be large. To make it smaller, click on one of the corner boxes.

Hold the mouse button down and drag the box until the symbol is the desired size.



Adding New Symbols to a Custom Library



Select the symbol to be added to the **Custom Library.**

Click the Right Mouse Button.

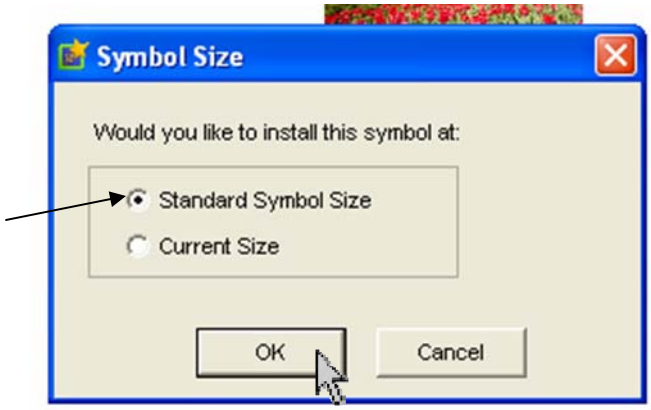
An options window will appear.

Select Add Symbol to Library…

The **Symbol Size** window will pop up.

Select Standard Symbol Size or Current Size.

Click OK.



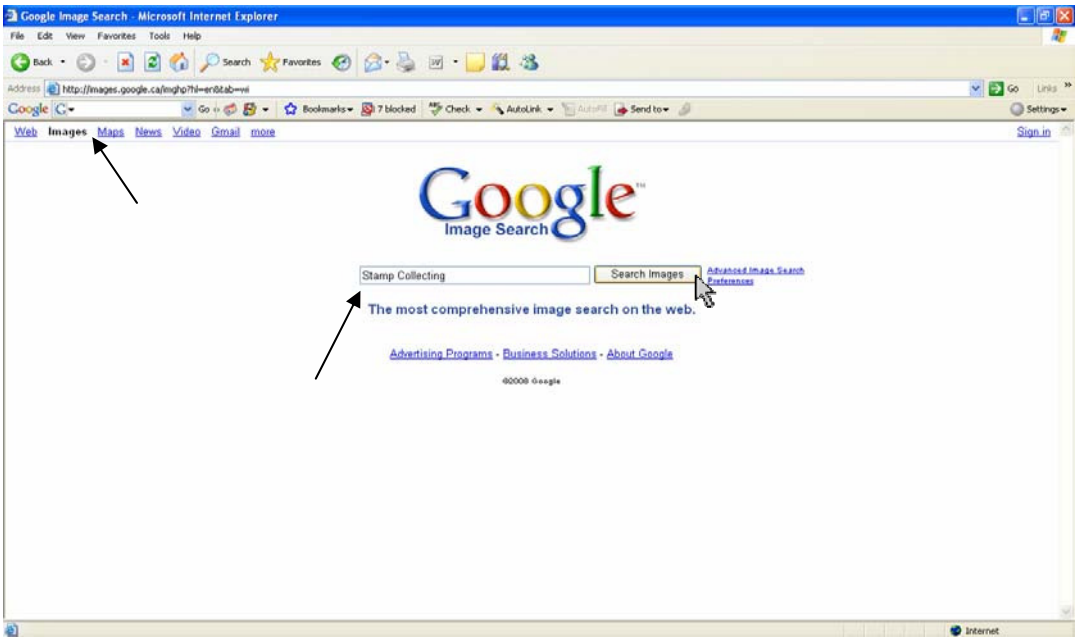
The picture will be saved in the **Symbol Library** with the other symbols.

To find a Personal Library click on the Libraries drop down menu on the **Symbols Palette**.

Select Custom Libraries.

Select User 1.

Insert a Picture from the Internet using Google Images

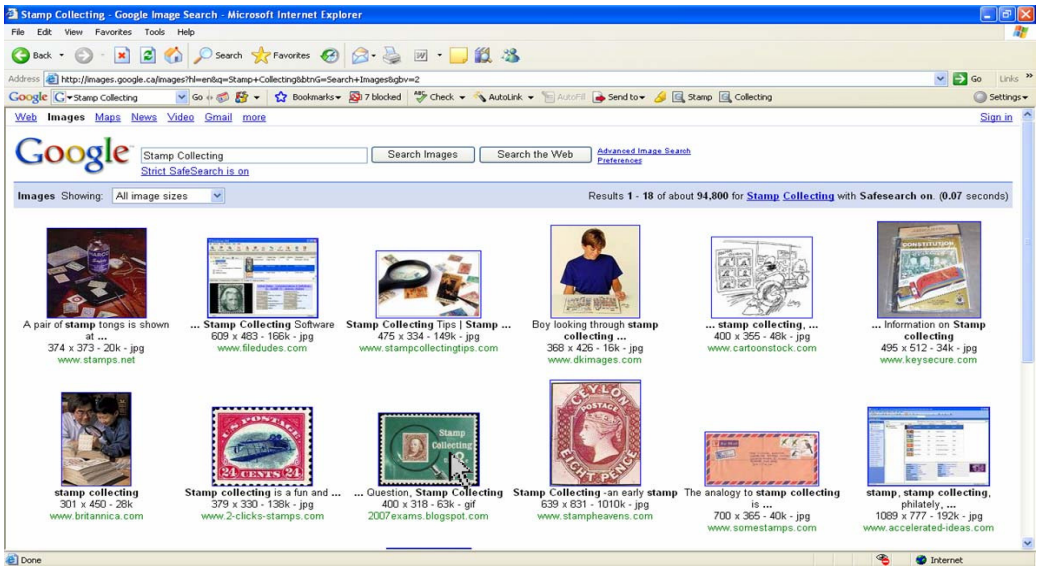


Open Google.

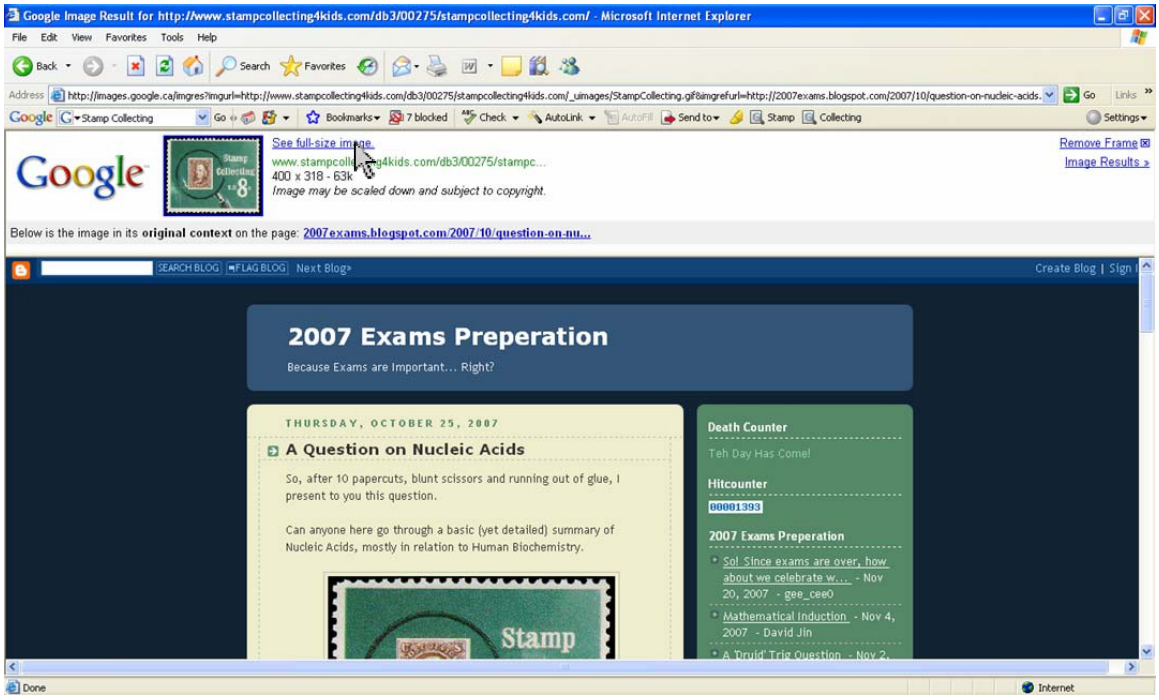
Select Images.

Type in the search word(s).

Click Search Images.


Stamp Collecting - Google Image Search - Microsoft Internet Explorer
Web Images Maps News Video Gmail more
Sign in
Google
Stamp Collecting
Search Images
Search the Web
Advanced Image Search
Preferences
Strict SafeSearch is on
Images Showing: All image sizes
Results 1 - 18 of about 94,800 for Stamp Collecting with Safesearch on. (0.07 seconds)

Click on the desired picture.

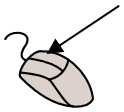

Google Image Result for http://www.stampcollecting4kids.com/db3/00275/stampcollecting4kids.com/ - Microsoft Internet Explorer
See full-size image.
Remove Frame
Image Results »
400 x 318 - 63k
Image may be scaled down and subject to copyright.
Below is the image in its original context on the page: 2007exams.blogspot.com/2007/10/question-on-nu...
2007 Exams Preperation
Because Exams are Important... Right?
THURSDAY, OCTOBER 25, 2007
A Question on Nucleic Acids
So, after 10 papercuts, blunt scissors and running out of glue, I present to you this question.
Can anyone here go through a basic (yet detailed) summary of Nucleic Acids, mostly in relation to Human Biochemistry.
Death Counter
Teh Day Has Come!
Hitcounter
00001393
2007 Exams Preperation
Mathematical Induction - Nov 4, 2007 - David Jin

Click See full-size image.

When the mouse pointer is over the picture, a toolbar will appear in the top left corner of the image.

Click on the blue Floppy Disk icon to save the image.

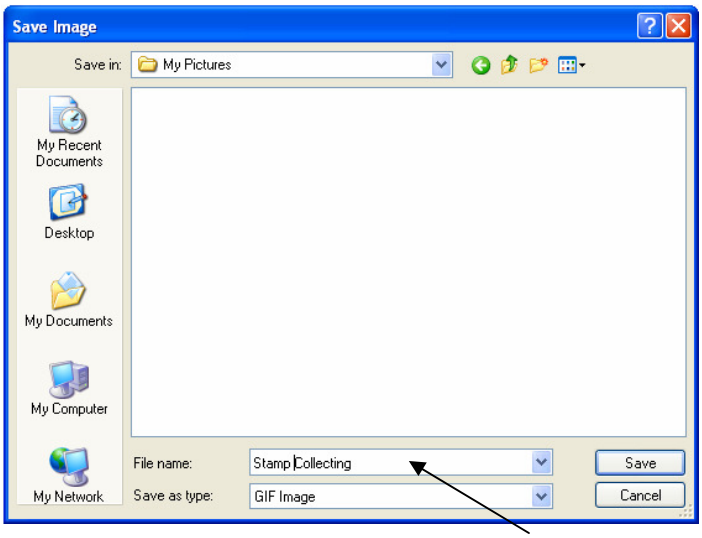
OR



Click the Right Mouse Button.

An options window will appear.

Select Save Image As from the menu

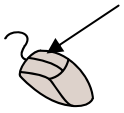


The **Save Image** window will pop up.

Type in a **File Name.**

Click Save. The picture has been saved to the **My Pictures** folder.

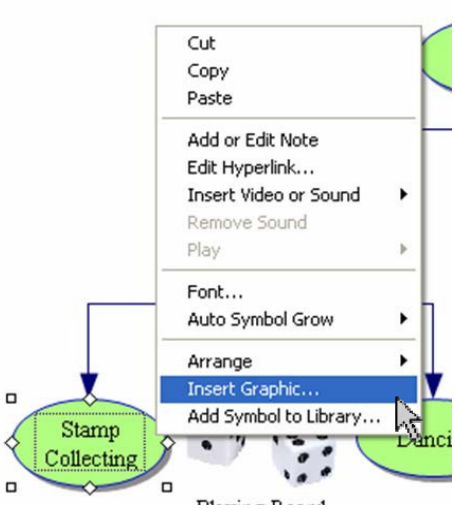
Select the symbol to be changed.

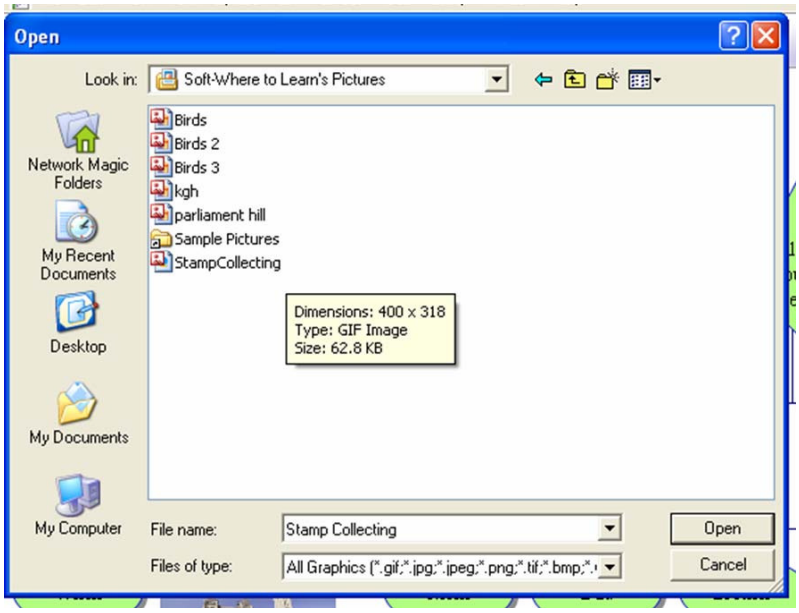


Click the Right Mouse Button.

An options window will appear.

Select Insert Graphic….

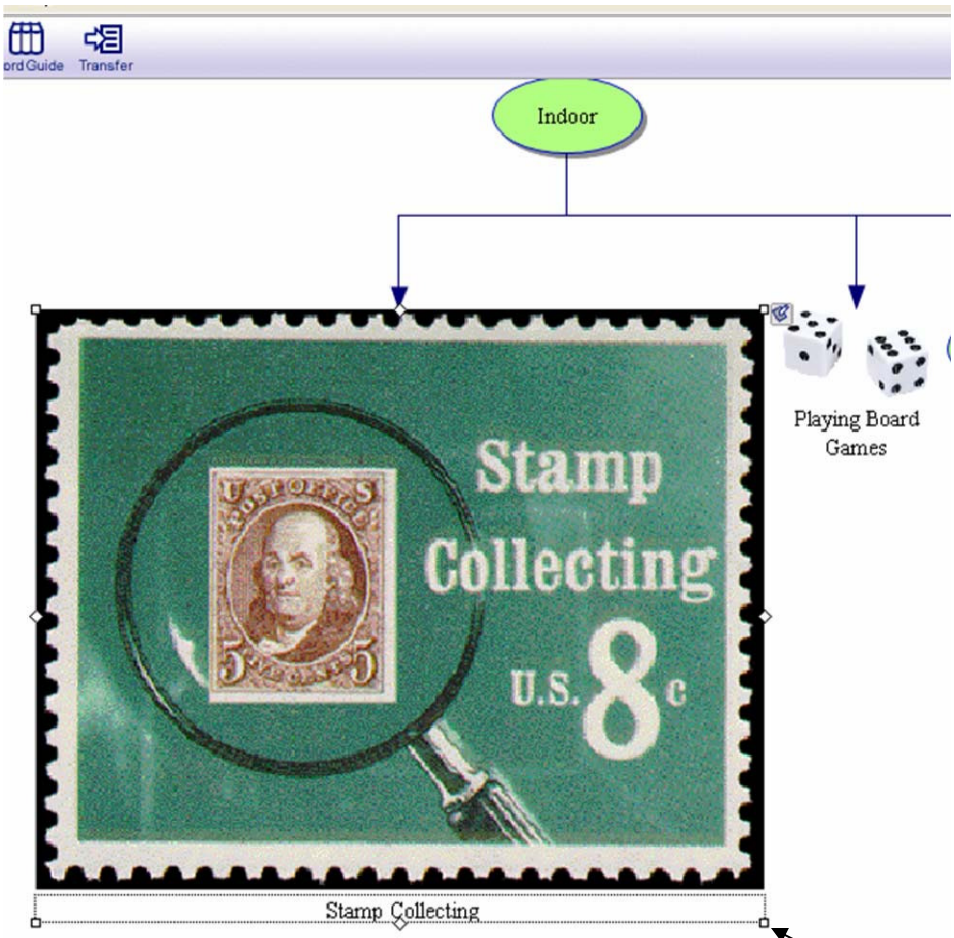




The **My Pictures** folder will open.

Select the desired picture.

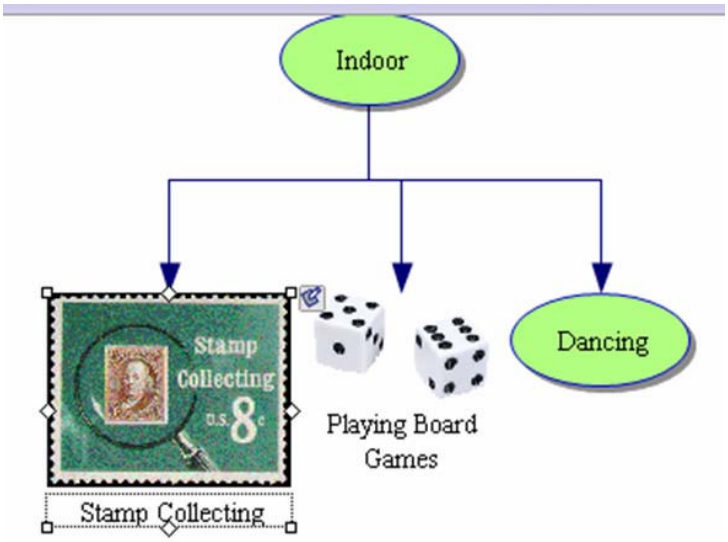
Click Open.



The picture will replace the selected symbol.

Often the symbol will be large. To make it smaller, click on one of the corner boxes.

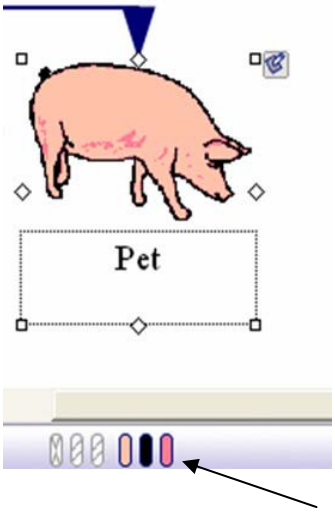
Drag the box until the image is the desired size.



Changing Colour of Picture Symbols

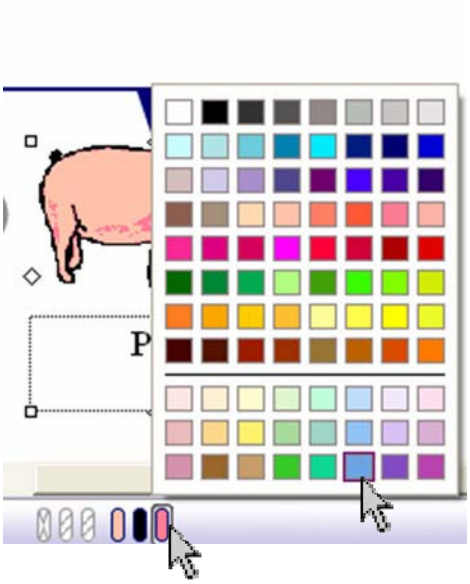
Some picture symbol colours can be changed. To find out if a symbol can be changed, look at the **Symbol Colour** buttons on the **Formatting Toolbar**.

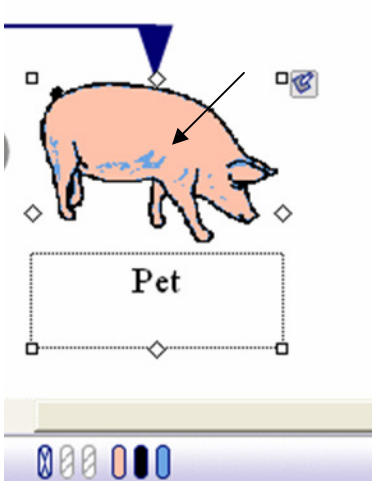
If the buttons are coloured, then the symbol colour CAN be changed.



If the buttons aren't coloured then the symbol colour CANNOT be changed.

To change a colour in the picture, click on the Symbol Colour button of the colour to be changed. A colour palette will appear. Click on the preferred colour.



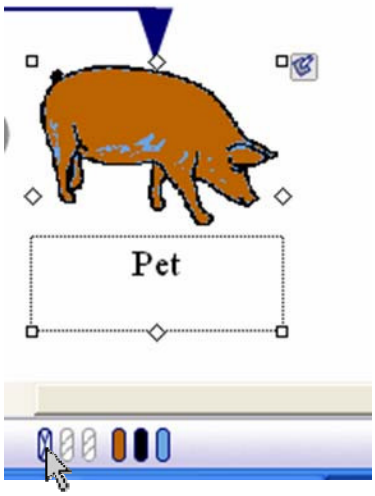


The new colour will appear in the picture.

Undoing Colour Changes

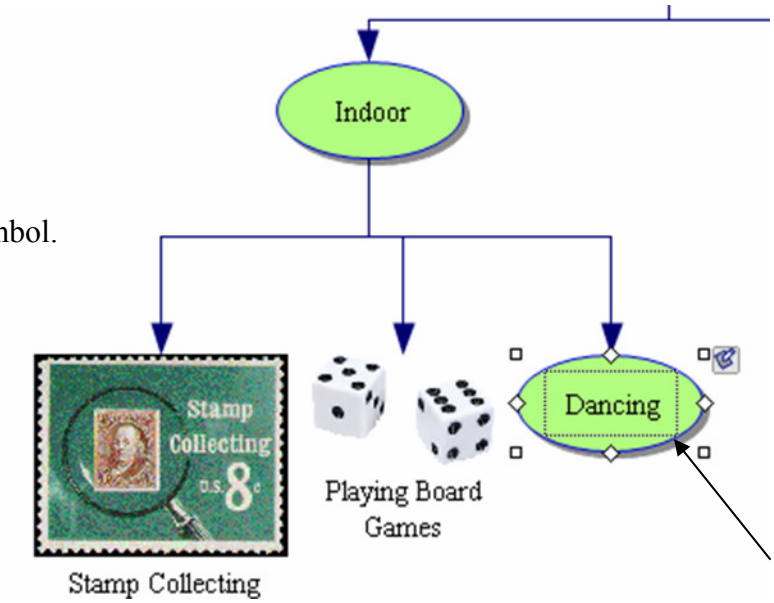
Colour changes can be undone by clicking on the Symbol Colour button with the "X" in it.

This will reset ALL selected symbols to their original colours.



Adding a Hyperlink

To add a hyperlink, select a symbol.



Click the Hyperlink button on the toolbar.

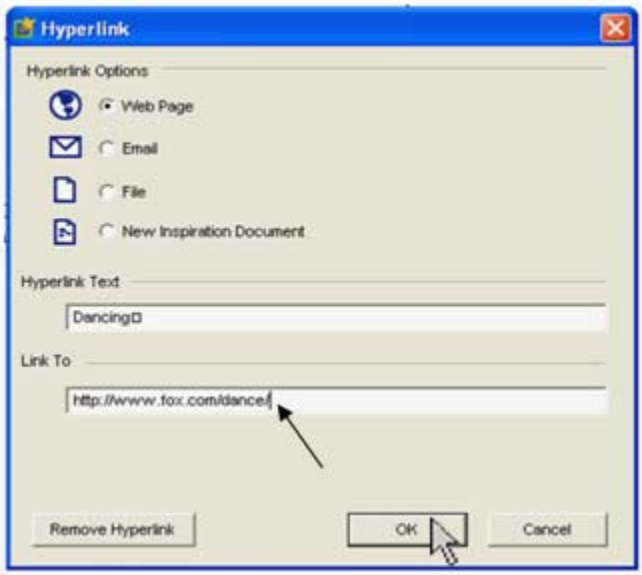
A Hyperlink pop up window will appear.

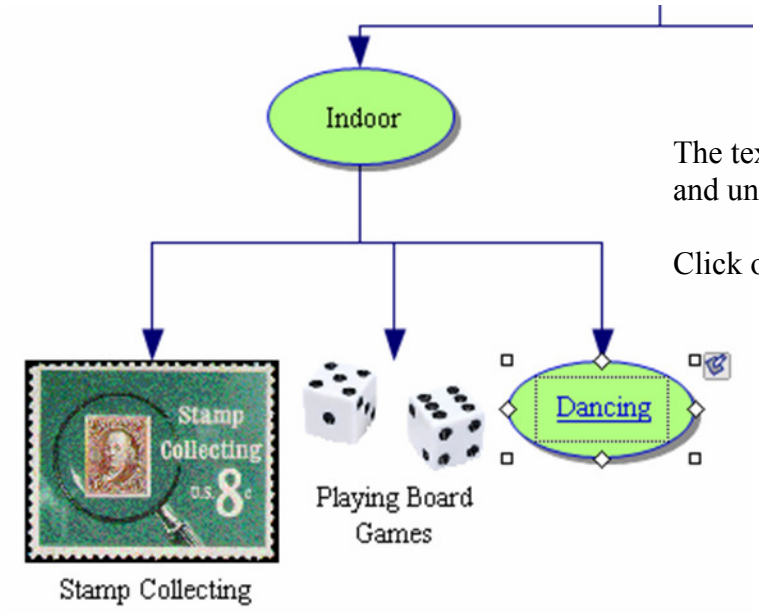
To link to a website, type the Internet address into the **Link To** box.

OR

Copy the Internet address from the website address window and paste it into the **Link To** box.

Click OK.





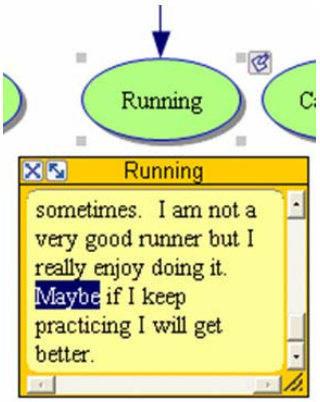
The text in the symbol will now be blue and underlined.

Click on the underlined text.

The linked website will open up on the computer.

Using the Word Guide

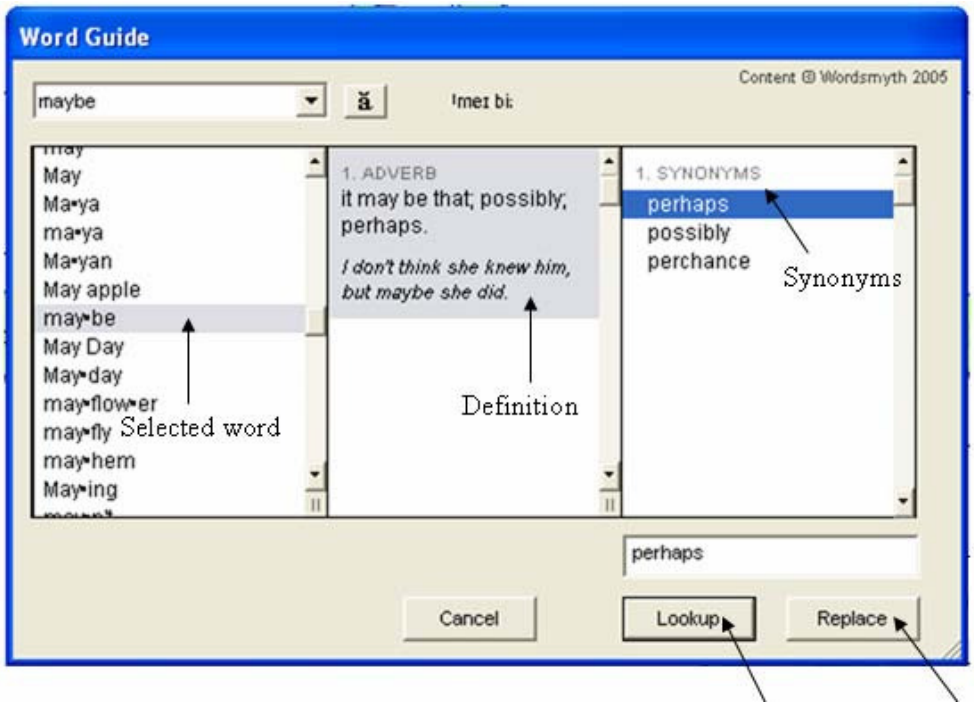
Use the Word Guide to find a definition or synonym of a word.


Running
Running
sometimes. I am not a very good runner but I really enjoy doing it. Maybe if I keep practicing I will get better.

Select a word to look up.

Click the Word Guide button on the toolbar.

The **Word Guide Window** will appear.



The selected word will appear in the left column.
A definition of the word will appear in the middle column.
Synonyms for the word will appear in the right column.

Look up Definitions of synonyms by clicking Lookup. The selected word can be replaced by clicking Replace.

Using the Listen Tool

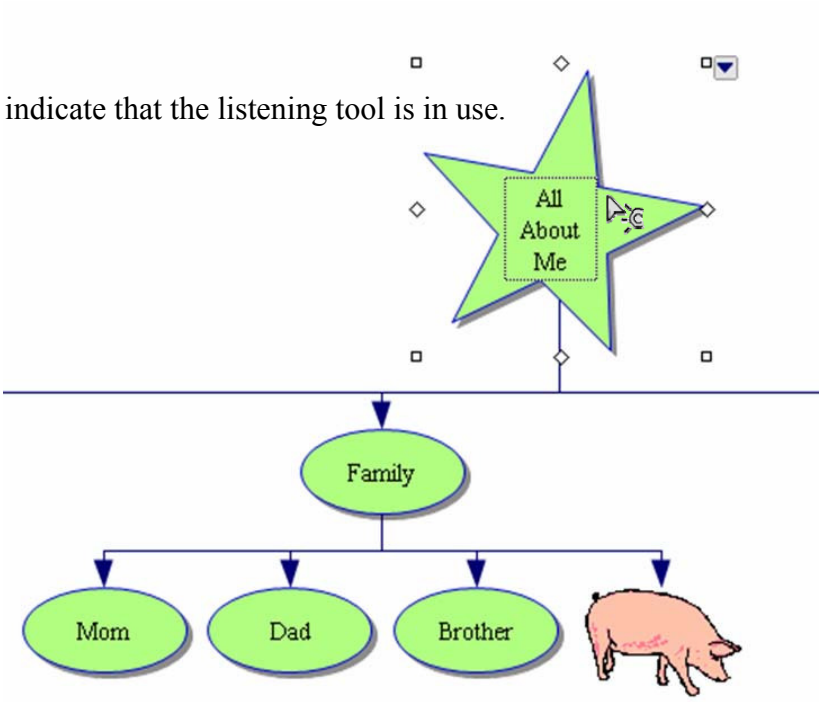
The user can use the listen tool to hear the text in symbols or notes being read aloud.

Inspiration® 8.0a IE - [All About Me.isf]
File Edit View Text Symbol Link Effect Tools Utility Window Help
Outline RapidFire Create Link Arrange Note Hyperlink WordGuide Transfer Listen

Select the Listen button on the toolbar.

The mouse pointer will indicate that the listening tool is in use.

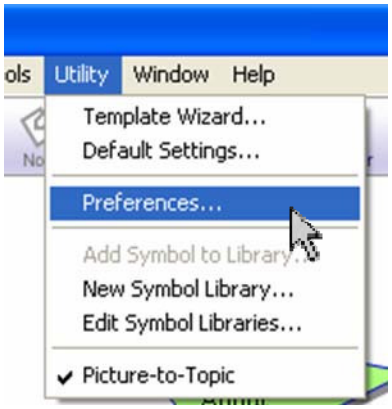
Click on the text to be read.



Adding the Listen Tool to the Toolbar

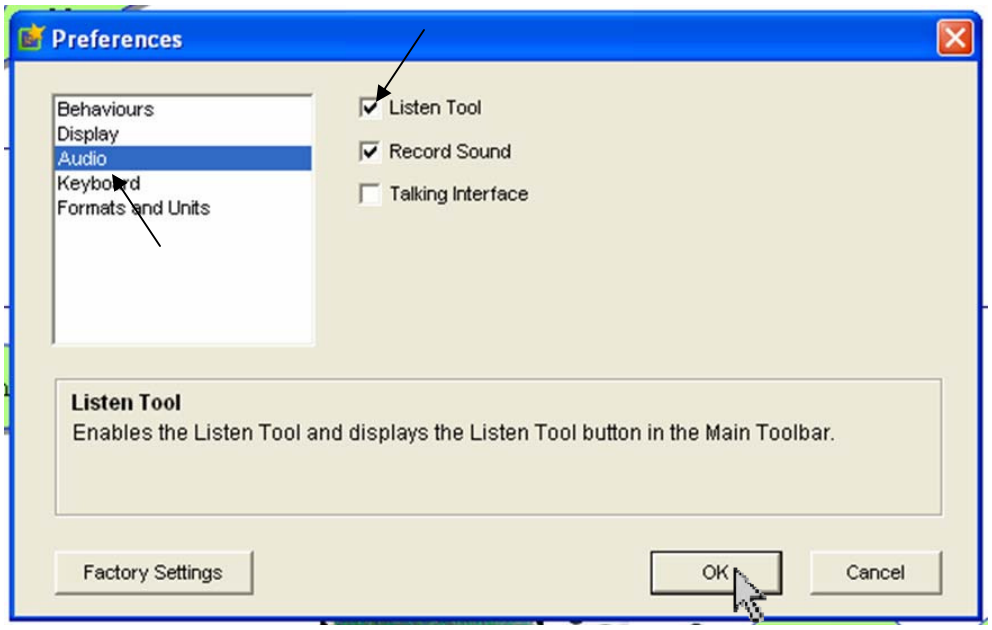
Inspiration® 8.0a IE - [All About Me.isf]
File Edit View Text Symbol Link Effect Tools Utility Window Help
Outline RapidFire Create Link Arrange Note Hyperlink WordGuide Transfer

Select Utility from the top toolbar.



Select Preferences….from the drop down menu

A **Preference Window** will pop up.



Select Audio.

Put a check mark beside the Listen Tool.

Click OK.

The **Listen** button will appear on the main toolbar.